



Global Business Services

ENCOMPASS Enterprise Pilot





Agenda

- Introduction
- Chart of Accounts
- General Workflow Rules
- Commitment Control
- General Ledger
- ePro/Purchasing
- Accounts Payable
- Accounts Receivable
- Asset Management
- Project Costing



Introduction

- The purpose of this presentation is to review the high-level business processes that the State will adopt upon the Enterprise Common Processing and Analytics Systems (ENCOMPASS) go-live
- We will continue to define these processes in more detail up until training that will take place in November and December
- This presentation is written under the assumption that attendees are current PeopleSoft users



Global Business Services

Chart of Accounts





Chart of Accounts

- ENCOMPASS will establish a statewide accounting structure, i.e. Chart of Accounts (COA)
- Chartfield values will be established either centrally or by individual agencies:
 - Centrally Defined
 - Agencies submit new chartfield value requests to their Budget Analyst (similar to the current process)
 - Requests will be reviewed and approved by the Statewide Financial Policy Group, which will include representatives from:
 - The Auditor of State (AOS)
 - State Budget Agency (SBA)
 - State Board of Accounts (SBOA)
 - Government Management Information Systems (GMIS)
 - New chartfield values will be established in ENCOMPASS by GMIS
 - Agency Defined
 - Agencies will have the ability to establish project values in ENCOMPASS
 - The Statewide Financial Policy Group will monitor project naming conventions
- Review the COA Handbook, which is located on the ENCOMPASS website for more details on the new COA



Chart of Accounts

- The table below lists chartfield values that will be established either centrally or by individual agencies

Centrally Defined	Agency Defined with Central Coordination
<ul style="list-style-type: none">■ Fund (old fund/center)■ Account (object)■ Program■ Department*■ Locality■ Product■ Incident■ Budget Reference■ Source Category (distributional)	<ul style="list-style-type: none">■ Project■ Activity■ Source Type■ Source Category (functional)■ Source Sub Category■ Analysis Type

* Assigned by State Personnel Department



Global Business Services

General Workflow Rules





General Workflow Rules

- Workflows in PeopleSoft represent specific events (such as approving a voucher) that triggers a routing or electronic notification
- ENCOMPASS will have two general workflow rules that will be used across the PeopleSoft modules
- There will be some payments such as payroll, and automatic ID Bills (overhead such as phone bills) that will bypass workflow requirements

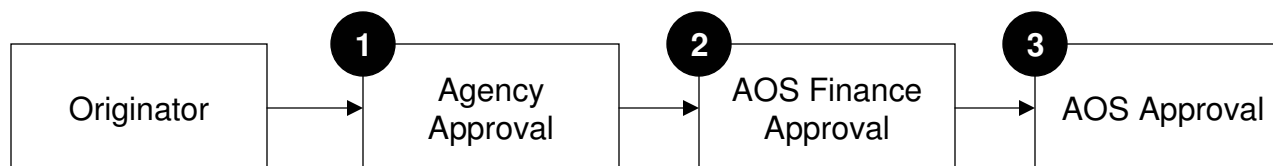
Two-Step Approval Process



Two-Step Approval Examples

- Journal processing
- Payment approvals
- Interunit/Intraunit transfers

Three-Step Approval Process



Three-Step Approval Examples

- Approve journal entry for transactions involved with account beginning with:
 - 3XXXXXX Fund Balances
 - 7XXXXXX Operating Transfers
 - 40XXXXX Prior Year Revenue Adjustments
 - 50XXXXX Prior Year Expense Adjustments



General Rules

- Transmittal forms will be used
 - No signatures
- Document Numbers will be system-assigned



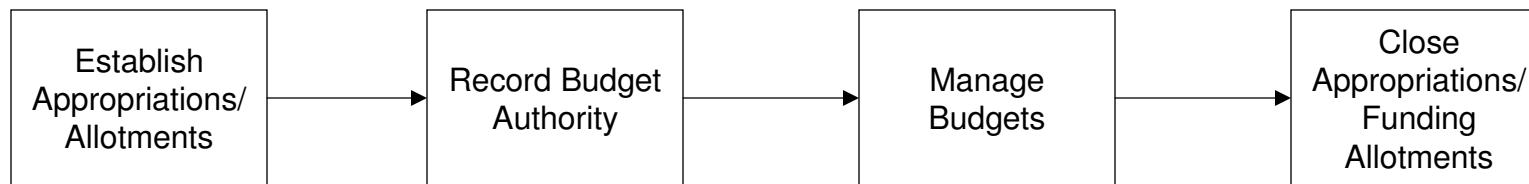
Global Business Services

Commitment Control





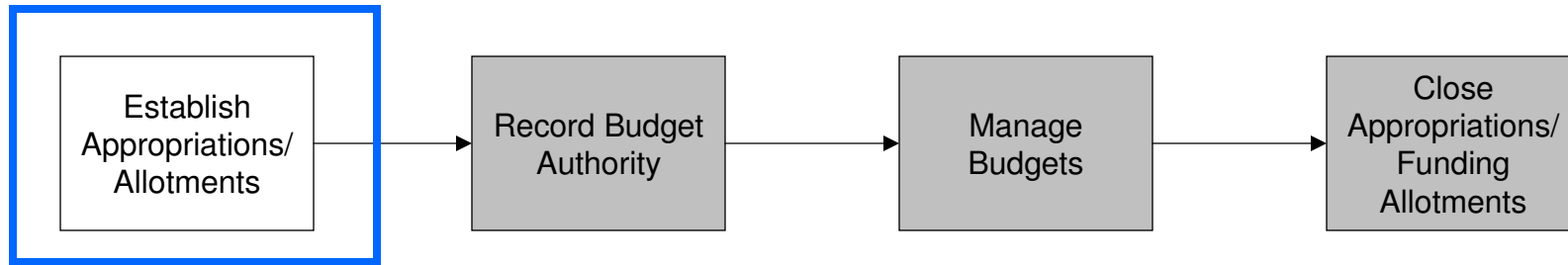
Commitment Control



- The Auditor of State (AOS) operates the state accounting system (GEAC), which is the official financial record for the State
- On January 2, 2008, AoS will retire GEAC financials and begin using ENCOMPASS to maintain the official financial record for the State
- The Commitment Control module will be used to establish budget appropriation parameters such as:
 - Budget definition levels
 - Budget ledgers
 - Control versus tracking choices
 - Budget account levels



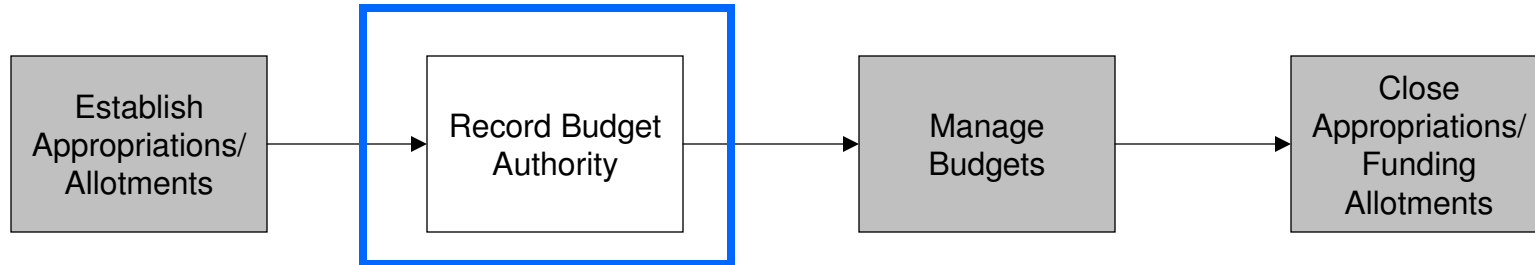
Commitment Control



- The State Budget Agency (SBA) and GMIS will establish budgets in ENCOMPASS including:
 - Appropriation Ledger
 - Allotment Ledger
 - Allotment Control Ledger
 - Commitment Control trees and budget definitions
- Budget definition setup will be similar under ENCOMPASS with two major variations:
 - The Fund chartfield will be the budgeted chartfield; currently it is the Program chartfield (Center)
 - SBA will establish grant appropriations in ENCOMPASS
- The Statewide Financial Policy Group will be responsible for establishing new funds in ENCOMPASS



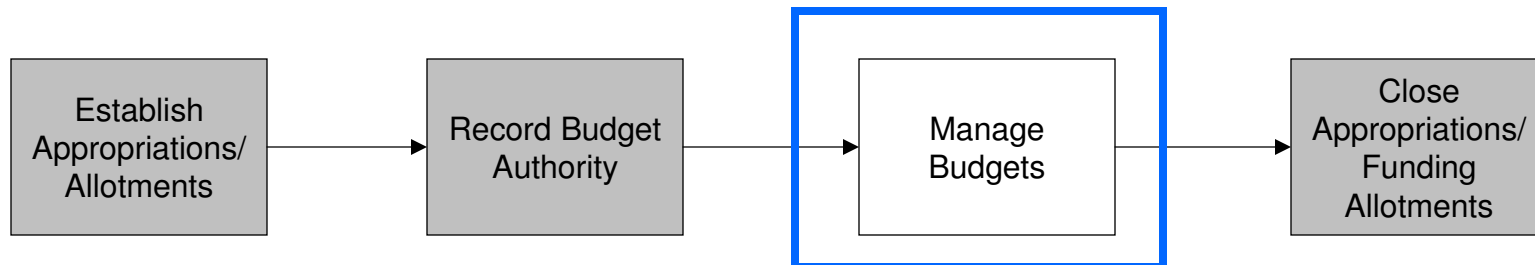
Commitment Control



- The beginning-of-the-year State budget process will not change under ENCOMPASS
 - SBA will load initial budget appropriations into ENCOMPASS at the beginning of the year
 - SBA will establish allotments each quarter
- Establishing initial budgets for controlling projects (from the grants award document) is new under ENCOMPASS where agencies will enter project budgets into ENCOMPASS
- ENCOMPASS will have controls in place at the Fund level to prohibit a lower level allotment of funds to exceed a higher level appropriation



Commitment Control



Managing budgets will change under ENCOMPASS

- Currently, agencies request budget changes for allotments through their Budget Analyst and the Budget Analyst makes updates in Budget Allotment system; for allotments, the update to the budget comes from a nightly load
- Under ENCOMPASS, agencies will create a budget journal in PeopleSoft for budget changes and will send a notification to the Budget Analyst to approve and post
- Agency users will have appropriate ledger security access to make the budget journal entries for allotment change requests
- Agencies will be allowed to enter their project and organizational related budgets without going through this notification process (as allowed via their Ledger security)



Commitment Control

Budget Entry and Approval Process

1. The agency creates budget adjustment in PeopleSoft but not be allowed to post
2. The agency sends a notification to Budget Analyst via email using the notify button; attached to the email is a link to the budget journal
3. If Budget Analyst allowed to post then will post the transactions in PeopleSoft
4. If Budget Analyst is not able to post (e.g., administrative action or State Board of Finance) then the next approval authority will be notified
5. Once the budget adjustment is approved, the approver will post the transaction



Commitment Control

Budget Entry and Approval Process

[New window](#) | [Help](#) | [Customize Page](#) | [Help](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process:

▼ Lines												Customize Find View All First
Chartfields and Amounts												
Base Currency Details												
Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
<input type="checkbox"/>	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	<input type="button" value="Set Options"/>		USD	1,000.000
<input type="checkbox"/>	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	<input type="button" value="Set Options"/>		USD	-1,000.000

Lines to add

[Journal Line Copy Down](#)

From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

This transaction is moving money from .4 to .3

User then presses the Notify button



Commitment Control

Budget Entry and Approval Process

User sends notification to Budget Analyst via notify button

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

[Lookup Recipient](#)

[Delivery Options](#)

To:	Harry Potter	
CC:		
BCC:		
Priority:		
Subject:	Budget Approval	
Template Text:	Workflow Notification	
	Priority: %NotificationPriority	
	Date Sent: 2007-06-28	
Message:	Please approve this budget for the move from .4 to .3	
	Thanks	

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

User will fill in email address, subject, and can write a message

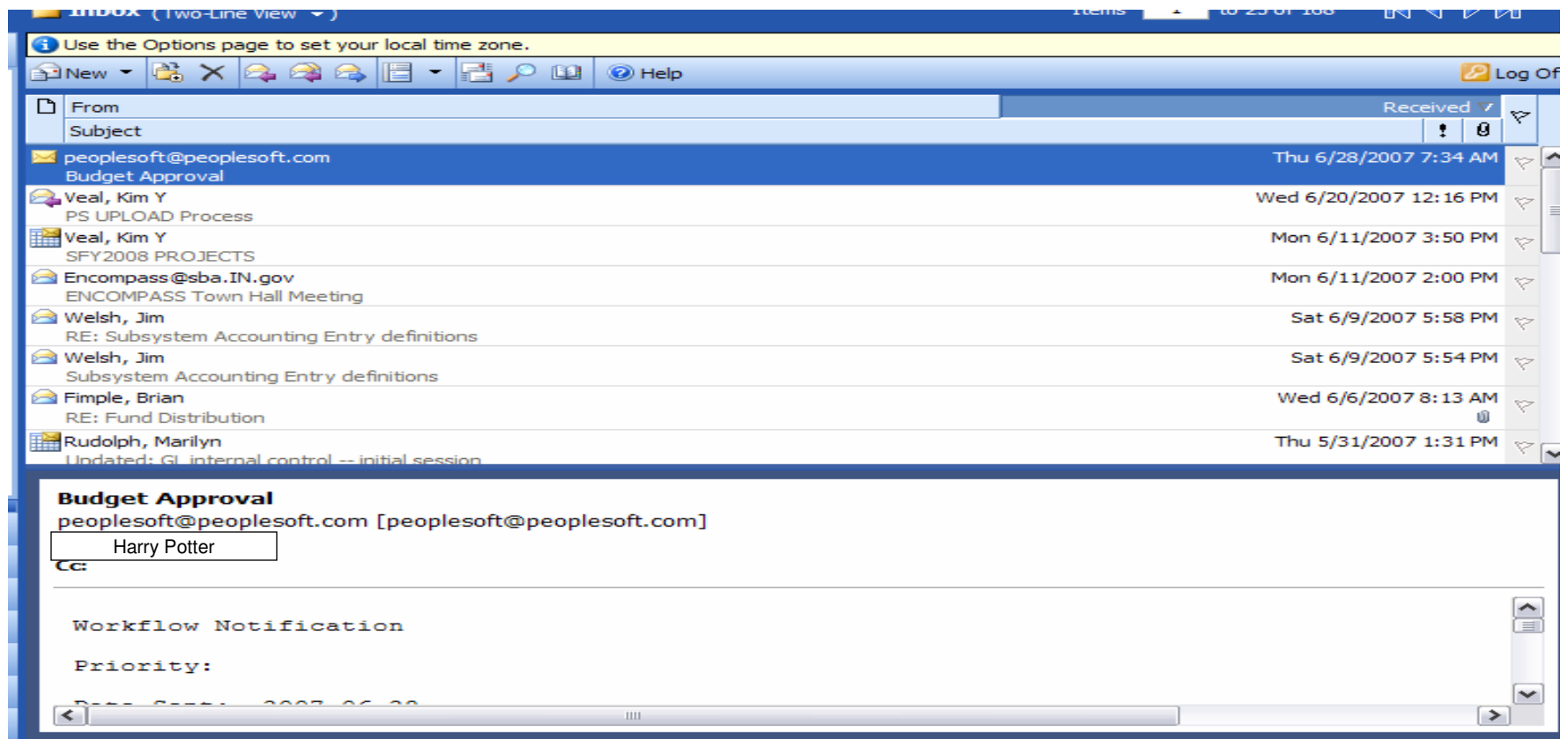
Other information is automatically created in the document



Commitment Control

Budget Entry and Approval Process

Budget Analyst receives email regarding budget approval

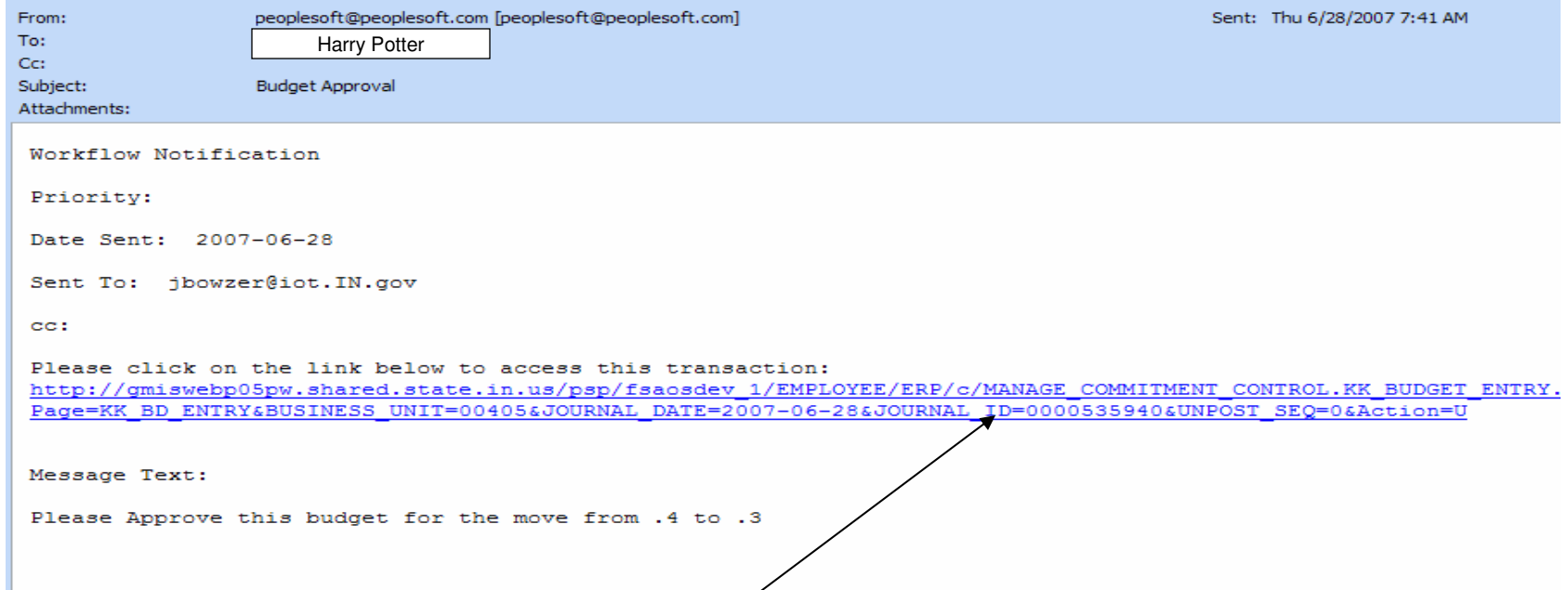




Commitment Control

Budget Entry and Approval Process

The email will contain a link regarding the budget journal



Budget Analyst clicks on the link provided (needs to be logged into PeopleSoft)



Commitment Control

Budget Entry and Approval Process

Clicking on the link takes the user directly to the budget journal

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Budget Header | **Budget Lines** | **Budget Errors**

Unit: 00405 Journal ID: 0000535940 Date: 06/28/2007 Budget Header Status: None

*Process:

Lines Customize | Find | View All | Fir

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Object	Center	Bud Ref	Set Options	Entry Event	Currency	Amount
<input type="checkbox"/>	1	ALLOT_BD	2007Q4	Speed Type	1000	E53000	10020	2007	Set Options		USD	1,000.000
<input type="checkbox"/>	2	ALLOT_BD	2007Q4	Speed Type	1000	E54000	10020	2007	Set Options		USD	-1,000.000

Lines to add [Journal Line Copy Down](#)

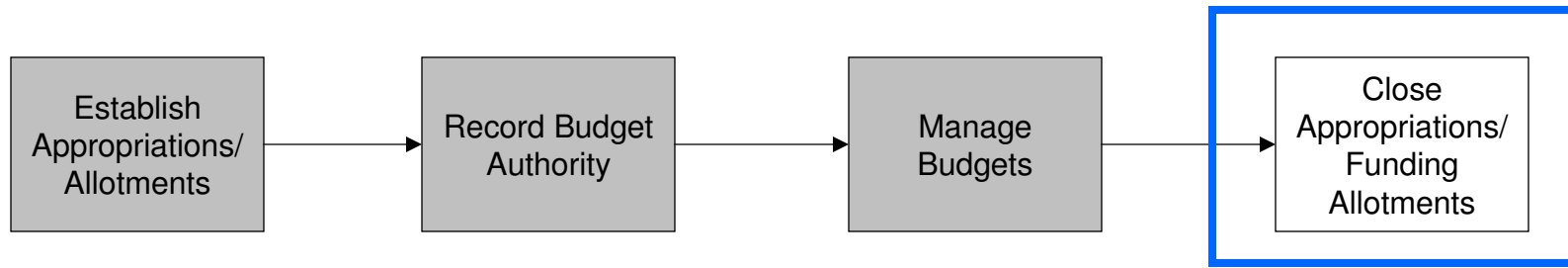
Totals		
Total Lines:	Total Debits:	Total Credits:
2	1,000.000	1,000.000

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

The Budget Analyst or the appropriate approve will post the transaction



Commitment Control



Closing processes will remain the same under ENCOMPASS

- SBA is responsible for generating closing entries to liquidate any commitments and to move balances from available funds to the next year for non-reverting funds, or to the originating fund for reverting funds
- Appropriations and allotments are closed as necessary at year-end in GEAC; this process will not change except that the transactions will occur in ENCOMPASS, instead of GEAC
- SBA will also be responsible for carrying forward any non-reverting appropriation balances from one fiscal year to the next
- Note: unliquidated purchase orders will not be carried to the next fiscal year



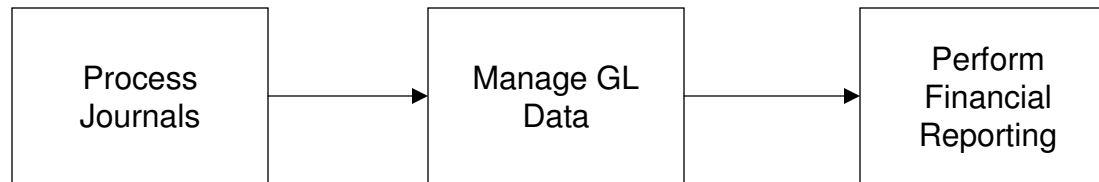
Global Business Services

General Ledger





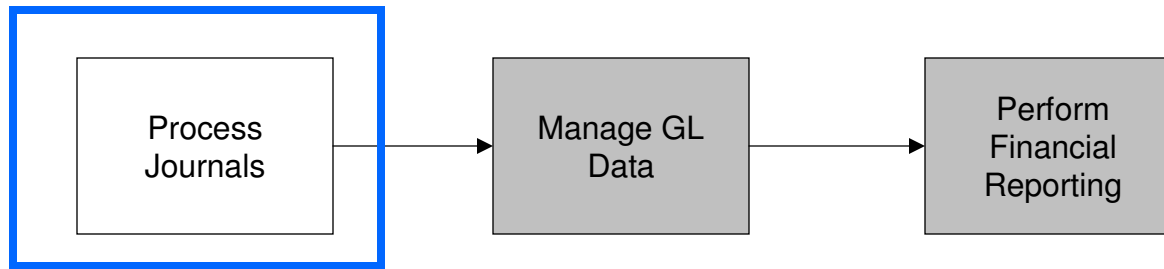
General Ledger



- Like today, ENCOMPASS will use the General Ledger (GL) Module to post accounting entries.
 - What we call Journal Vouchers today will become Journal Entries (JE)
- In addition, transactions from other modules such as Accounts Payable and Accounts Receivable will be posted automatically to the ACTUALS ledger
- Accounting data posted in the GL will be used to produce both detail and summary accounting financial reports
- In ENCOMPASS, the preferred method will be to correct documents at the source; if a document originates in Accounts Payable, it should be corrected there, which will then post to the GL



General Ledger

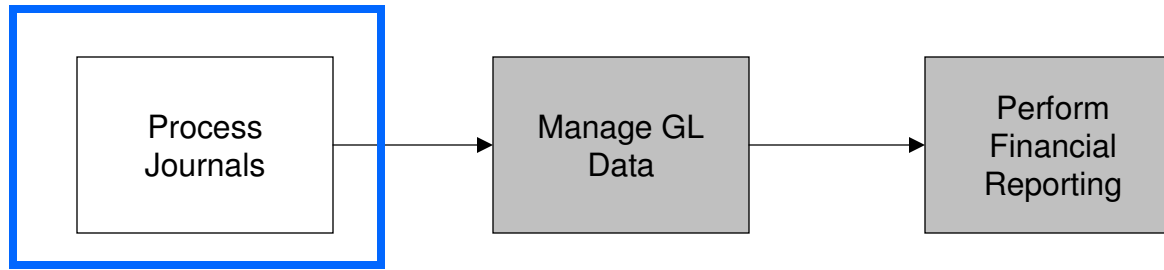


Processing Journals is a four step process:

- Step 1: Enter Journal Information
- Step 2: Edit and Budget Check
- Step 3: Approve the Journal Transaction
- Step 4: Post Journal



General Ledger



Step 1: There are three ways to enter journals under ENCOMPASS:

- **Manual Journals:** created via the online journal entry pages to allocate costs to:
 - Other business units (interunit); need balancing entries
 - Between funds (intraunit); need balancing entries
 - Other chartfields (department, product, locality, etc.); need balancing entries
- **Sub System Journal Generation:** created in Accounts Payable, Travel and Expense, Project Costing, Billing, and Accounts Receivable modules; uploaded into GL via the automatic nightly (journal generator) process
- **Interface from 3rd party Entities:** these entries will be interfaced into the GL by either a defined upload process or by a modified journal generator process



General Ledger

Inter/Unit Processing

What changes –

Interunit

Begin with journal that has Interunit processing but not edited

[New Window](#) | [Customize Page](#) |

Header		Lines		Totals		Errors		Approval	
Unit:	00410	Journal ID:	0000000122	Date:	07/23/2007	*Process:	Edit Journal	<input type="button" value="Process"/>	
Template List		Search Criteria		Change Values		Inter/IntraUnit		<input type="checkbox"/> Errors Only	Line: 10
▼ Lines									
Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
<input type="checkbox"/>	1	00410	ACTUALS		100,200.00	530100	14800		
<input type="checkbox"/>	2	00405	ACTUALS		-100,200.00	530100	13120		
Lines to add: 1 <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="⌂"/>									
▼ Totals									
					Customize Find View All First 1-2 of 2 Last				
Unit	Total Lines	Total Debits			Total Credits			Journal Status	
00410	1	100,200.00			0.00			V	
00405	1	0.00			100,200.00			N	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>									
Header Lines Totals Errors Approval									



General Ledger

Inter/Unit Processing

What changes –

Interunit

Edit the journal

Header | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 00410 Journal ID: 0000000122 Date: 07/23/2007 *Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) **Inter/IntraUnit** ☐ Errors Only Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
<input type="checkbox"/>	1	00410	ACTUALS		100,200.00	530100	14800		
<input type="checkbox"/>	2	00405	ACTUALS		-100,200.00	530100	13120		
<input type="checkbox"/>	3	00405	ACTUALS		100,200.00	110003	13120	00410	14800
<input type="checkbox"/>	4	00410	ACTUALS		-100,200.00	110003	14800	00405	13120

Lines to add: 1 + - []

Totals Customize | Find | View All | First 1-2 of 2 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00405	2	100,200.00	100,200.00	✓
00410	2	100,200.00	100,200.00	✓

Save Return to Search Previous in List Next in List Notify Refresh

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



General Ledger

Inter/Unit Processing

What changes –

Intraunit

Begin with journal that doesn't have Intraunit processing

[New Window](#) | [Customize Page](#) |

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 00410 Journal ID: NEXT Date: 07/23/2007 *Process: Edit Journal [Process](#)

[Template List](#) [Change Values](#) [Inter/IntraUnit](#)

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
<input type="checkbox"/>	1	00410	ACTUALS		100,000.00	530100	14800		
<input type="checkbox"/>	2	00410	ACTUALS		-100,000.00	530100	14800		

Lines to add: [+](#) [-](#) [⌂](#)

▼ Totals

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00410	2	100,000.00	100,000.00	N

[Save](#) | [Notify](#) | [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



General Ledger

Inter/Unit Processing

What changes –

Intraunit

Change the fund and edit the journal

Header | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 00410 Journal ID: 0000000121 Date: 07/23/2007 *Process: Edit Journal **Process**

[Template List](#) [Search Criteria](#) [Change Values](#) **Inter/IntraUnit** ☐ Errors Only Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Affiliate	Fund Affil
<input type="checkbox"/>	1	00410	ACTUALS		100,000.00	530100	14800		
<input type="checkbox"/>	2	00410	ACTUALS		-100,000.00	530100	13120		
<input type="checkbox"/>	3	00410	ACTUALS		-100,000.00	110003	14800	00410	13120
<input type="checkbox"/>	4	00410	ACTUALS		100,000.00	110003	13120	00410	14800

Lines to add: 1 **+** **-** **⌂**

Totals [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Unit	Total Lines	Total Debits	Total Credits	Journal Status
00410	4	200,000.00	200,000.00	V

Save **Notify** **Refresh**

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

No problem because the Intraunit was between only 2 funds



Intraunit Transfer Example

A PeopleSoft bank account in Fund B services another Fund.

Fund A	Expense	AP	Inter Unit	Voucher Posting Payment Posting
	10	10 10	10	
	Bal = 10		Bal = -10	
Fund B (Bank Account)			Inter Unit	Cash
			10	10
			Bal = 10	Bal = -10

Posting a voucher creates an expense and liability in the originating Funds.

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Inter Unit account is considered to be part of Cash Balance of Fund



Anchor BU 00048 Voucher 21 (one distribution line to 00048 – paid from Bank with 00050 as GL Unit)

*Business Unit: Voucher ID: Invoice Number:
*Accounting Line View Option: ☐ Show Foreign Currency

Invoice Date: 07/12/2007 Vendor ID: 0000000012 Vendor Name: 3M COMPANY

Accounting Information

Posting Process: AP Accrual

GL Dist Status: None



Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Code
Accounts Payable	-10.00 USD	ACTUALS	00048			201000			10010
Expense Distribution	10.00 USD	ACTUALS	00048			570300			10010

Posting Process: Payments

GL Dist Status: None



Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Account	Alternate Account	Operating Unit	Fund Code
Accounts Payable	10.00 USD	ACTUALS	00048			201000			10010
Interunit Cash	-10.00 USD	ACTUALS	00048			110003			10010
Cash Distribution Clearing	-10.00 USD	ACTUALS	00050			110002			10090
Interunit Cash	10.00 USD	ACTUALS	00050			110003			10090



Intraunit Transfer

Example A Bank account in Fund B services all other Funds.

Fund A	Expense	AP		Inter Unit
	6	6	6	6
Bal = 6				
Bal = -6				

Voucher Posting

Payment Posting

Fund B
(Bank
Account)

Inter Unit	Cash
6	6
4	4
Bal = 10	
Bal = -10	

Fund C	Expense	AP		Inter Unit
	4	4	4	4
Bal = 4				
Bal = -4				

Posting a voucher creates an expense and liability in the originating Funds.

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Again, Inter Unit account is considered to be part of Cash Balance of Fund



Intraunit Transfer

Example A multi-unit voucher entered in a Fund without a bank account.

BU 00405 Fund A	Expense	AP	Inter Unit	Voucher Posting
	7 Bal = 7	7 3 7 3	3 7 3 Bal = -7	
BU 00050 Fund B	Expense		Inter Unit	Payment Posting
	3 Bal = 3		3 Bal = -3	
BU 00050 Fund C (Bank Account)			Inter Unit	
			7 3 Bal = 10	
			Cash	
			7 3 Bal = -10	

Posting a voucher creates an expense and liability in the originating Funds.

Posting a payment, decreases the cash balance in the source bank's GL Fund. An Inter Unit Cash account keeps the entities in balance.

Again, Inter Unit account is considered to be part of Cash Balance of Fund



A multi-unit voucher entered in a Fund without a bank account.

Posting Process: AP Accrual

GL Dist Status: None



<u>Description</u>	<u>Monetary Amount</u>	<u>Currency Code</u>	<u>Ledger</u>	<u>GL Unit</u>	<u>Tax Authority</u>	<u>Account</u>	<u>Alternate Account</u>	<u>Operating Unit</u>	<u>Fund Co</u>
Accounts Payable	-5.00 USD		ACTUALS	00048		201000			10010
Expense Distribution	5.00 USD		ACTUALS	00048		570300			10010
Accounts Payable	-5.00 USD		ACTUALS	00048		201000			10470
Interunit Cash	5.00 USD		ACTUALS	00048		110003			10470
Expense Distribution	5.00 USD		ACTUALS	00050		112202			10470
Interunit Cash	-5.00 USD		ACTUALS	00050		110003			10470

Posting Process: Payments

GL Dist Status: None



<u>Description</u>	<u>Monetary Amount</u>	<u>Currency Code</u>	<u>Ledger</u>	<u>GL Unit</u>	<u>Tax Authority</u>	<u>Account</u>	<u>Alternate Account</u>	<u>Operating Unit</u>	<u>Fund Co</u>
Accounts Payable	5.00 USD		ACTUALS	00048		201000			10010
Interunit Cash	-5.00 USD		ACTUALS	00048		110003			10010
Accounts Payable	5.00 USD		ACTUALS	00048		201000			10470
Interunit Cash	-5.00 USD		ACTUALS	00048		110003			10470
Cash Distribution Clearing	-5.00 USD		ACTUALS	00050		110002			10010
Interunit Cash	5.00 USD		ACTUALS	00050		110003			10010
Cash Distribution Clearing	-5.00 USD		ACTUALS	00050		110002			10470
Interunit Cash	5.00 USD		ACTUALS	00050		110003			10470



General Ledger

Excel Upload

- Uploads from Excel files will be entered into ENCOMPASS via the manual journal process

The screenshot displays the ENCOMPASS General Ledger interface, organized into three main sections:

- General**
 - Setup
 - Notes
- Journal Sheets**
 - New
 - Edit
 - Delete
 - Copy
- Import Journals**
 - Import Now
 - Write File



General Ledger

Excel Upload

Spreadsheet Journal Import													
Header	Unit	Journal	Date	Description									
	498	ACT01	7/1/2006	Actuals Upload									
Line	Line #	Unit	Ledger	Fund	Program	Account	Amount	Description	Product	Proj Unit	Project	Activity	Res Type
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.													
ACT01	1	00498	ACTUALS	1000	10353	510100	185038.00						
ACT01	2	00498	ACTUALS	1000	10353	519900	61822.00						
ACT01	3	00498	ACTUALS	1000	10353	520100	1500.00						
ACT01	4	00498	ACTUALS	1000	10353	522100	1500.00						
ACT01	5	00498	ACTUALS	1000	10353	530900	2260.00						
ACT01	6	00498	ACTUALS	1000	10353	533100	151000.00						
ACT01	7	00498	ACTUALS	1000	10353	537000	656330.00						
ACT01	8	00498	ACTUALS	1000	10353	539000	400000.00						
ACT01	9	00498	ACTUALS	1000	10353	540100	0.00						
ACT01	10	00498	ACTUALS	1000	10353	550100	0.00						
ACT01	11	00498	ACTUALS	1000	10353	572900	34550.00						
ACT01	12	00498	ACTUALS	1000	10353	581600	3000.00						
ACT01	13	00498	ACTUALS	1000	10353	592400	3000.00						
ACT01	14	00498	ACTUALS	1000	10495	510100	0.00						
ACT01	15	00498	ACTUALS	1000	10495	519900	0.00						
ACT01	16	00498	ACTUALS	1000	10495	520100	0.00						
ACT01	17	00498	ACTUALS	1000	10495	520400	0.00						
ACT01	18	00498	ACTUALS	1000	10495	540600	0.00						
ACT01	19	00498	ACTUALS	1000	10495	572500	0.00						
ACT01	20	00498	ACTUALS	1000	10495	572900	1706673.00						
ACT01	21	00498	ACTUALS	1000	10495	581500	0.00						
ACT01	22	00498	ACTUALS	1000	10495	581600	0.00						



General Ledger

Journal Generator

Run Control ID: JRNLGEN

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Journal Processing Options

☒ Edit ☒ Budget Check ☒ Post

Process Request Parameters

Find | View 1 First 1-3 of 3 Last

Process Frequency

- ☐ Once
☒ Always
☐ Don't Run

Request Number: 1

*SetID: STIND

*Accounting Definition Name: APDEFN

Application Business Unit: 00050

Ledger Group: ACTUALS

Template:

*From Date Option: Specify Date

*To Date Option: Specify Date

From Date: 03/01/2007

To Date: 03/31/2007

Process Frequency

- ☐ Once
☒ Always
☐ Don't Run

Request Number: 2

*SetID: STIND

*Accounting Definition Name: ARDEFN

Application Business Unit: 00050

Ledger Group: ACTUALS

Template:

*From Date Option: Specify Date

*To Date Option: Specify Date

From Date: 03/01/2007

To Date: 03/31/2007



General Ledger

Import Flat File from 3rd Party Interface

[New Window](#) | [Customize Page](#) |

Flat File Journal Import Request

Run Control ID: 3RD_IMPORT

[Report Manager](#) [Process Monitor](#)

Run

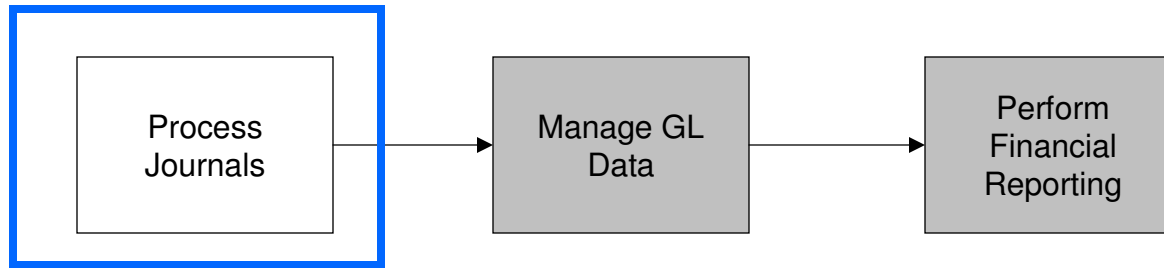
Process Request Parameters	
*Character Set:	<input type="text" value="ISO_8859-1"/>
*Validate ChartFields:	<input type="text" value="All Common ChartFields"/>
Default GL Document Type:	<input type="text"/>
Journal ID Mask:	<input type="text" value="EXT"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="View"/>	Attached File:

Save Return to Search Notify

Add Update/Display



General Ledger

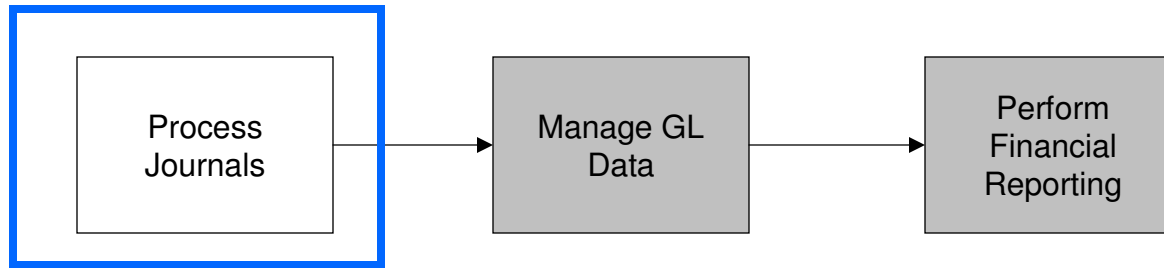


Step 2: Edit and Budget Check

- Agencies will validate journal information via the edit and budget check process
 - Balancing of the journal, i.e., debits equal credits
 - Proper chartfields have been entered on the transaction
- Journal entries that were created in a sub system will be budget checked there and will not go through the budget check process again in GL



General Ledger

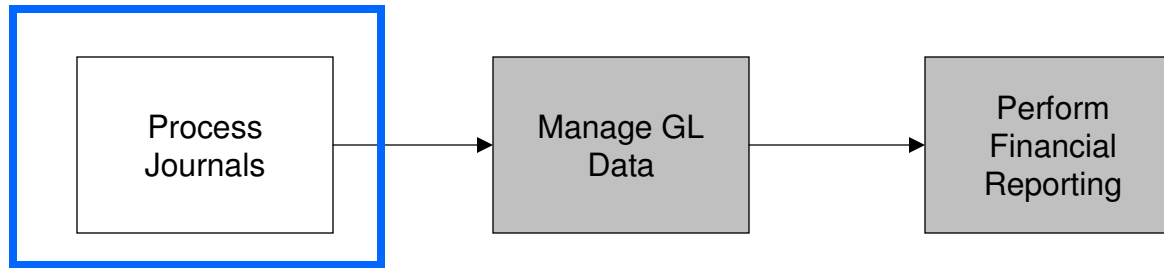


Step 3: Approve the Journal Transaction

- There will be GL journal entries that do not go to AOS for approval, examples include:
 - Journal entries that have gone through the approval process in the accounts payable module
 - Certain journal entries including payroll and automatic ID bills



General Ledger

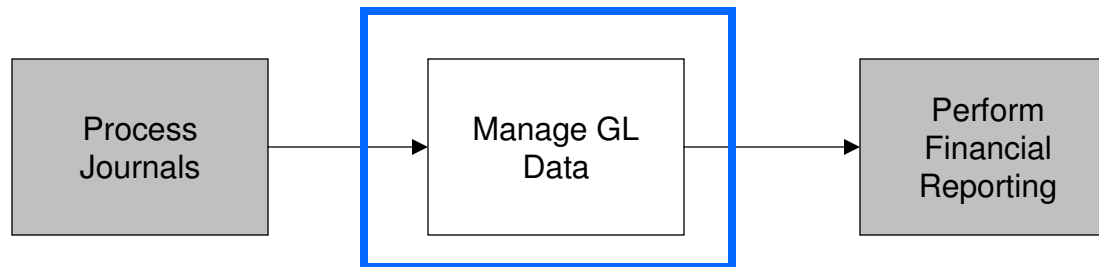


Step 4: Post Journal

- After the journal entry has been edited, budget checked and approved, it will be posted to the Ledger table
- The posting process is currently designed to be a scheduled run in an overnight process that will sweep the journal entries that are ready to be posted
- When the journal is posted, it can no longer be manipulated (unless unposted) and is deemed a completed transaction



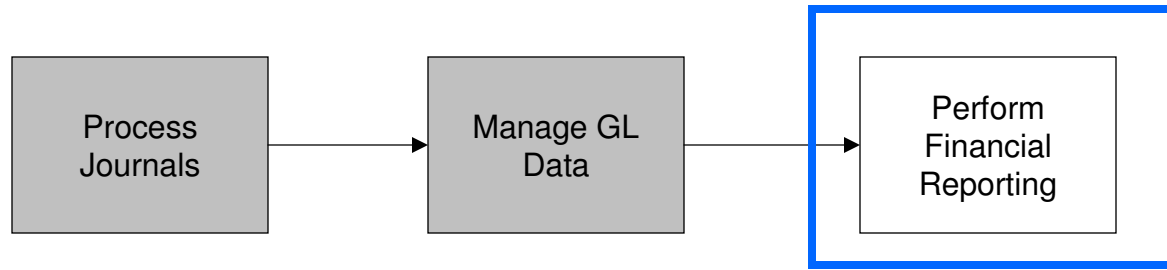
General Ledger



- GMIS is currently responsible for GL data maintenance:
 - Establishing additional COA values
 - Security maintenance
 - COA tree maintenance
 - Combination editing maintenance
 - Management of workflow changes
- The Statewide Financial Policy Group will direct guidance while GMIS will continue to perform the actual maintenance under ENCOMPASS



General Ledger



- Financial Reporting will be performed in ENCOMPASS
 - AoS currently generates reports in GEAC and loads them in Alchemy to be used by the agencies
 - Under ENCOMPASS, the process will not change except that AOS will run the reports in ENCOMPASS instead of GEAC
 - Agencies will still retrieve their reports from the Alchemy Report repository
- Under ENCOMPASS, AOS will be performing Month End Close, which means that once the accounting period is closed, agencies will not be able to enter a transaction in ENCOMPASS for that accounting period; the transaction will be recorded in ENCOMPASS in the current open accounting period



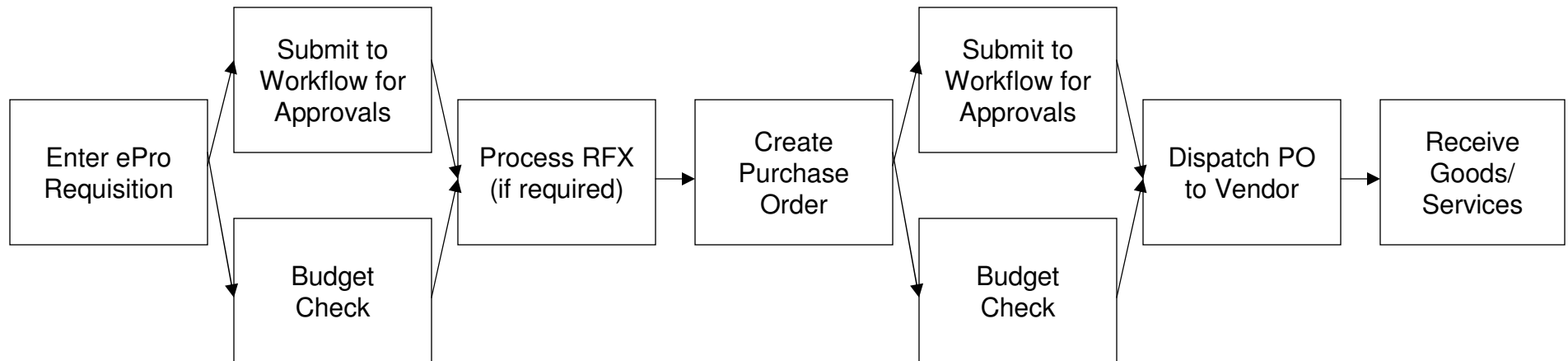
Global Business Services

ePro/Purchasing





ePro/Purchasing



- The processes for creating and entering requisitions and purchase orders will remain the same under ENCOMPASS
- Change: no longer necessary to notify AOS to encumber purchase orders under ENCOMPASS
 - Creating a purchase order in PeopleSoft will encumber funds in the state's official accounting system



ePro/Purchasing

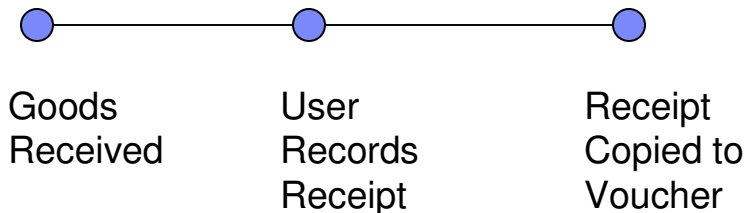
- Requisition and purchase order workflow processes will change to incorporate results from the Internal Controls initiative into ENCOMPASS processes (separation of duties)
- Until that time, requisition and purchase order workflow processes will remain the same under ENCOMPASS; current processes are:
 - Requisition
 - Functional Approvals
 - Organizational Approvals
 - Commodity Approvals
 - Amount Approvals
 - Purchase Order
 - PO Amount Approvals
 - “Out of State” Approvals



ePro/Purchasing

Receivers

- Receipt of goods and or services should be recorded in PeopleSoft and linked to the appropriate purchase order
- Receivers can be created manually, created from the requisition, and or created from the purchase order
- Receipt dates will be required for all voucher lines, increasing the importance of recording receipts at the PO line level



Steps

- Items received
- User looks up PO line item
- User enters amount received/rejected



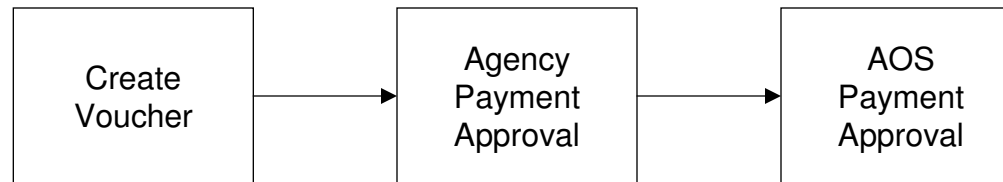
Global Business Services

Accounts Payable





Accounts Payable

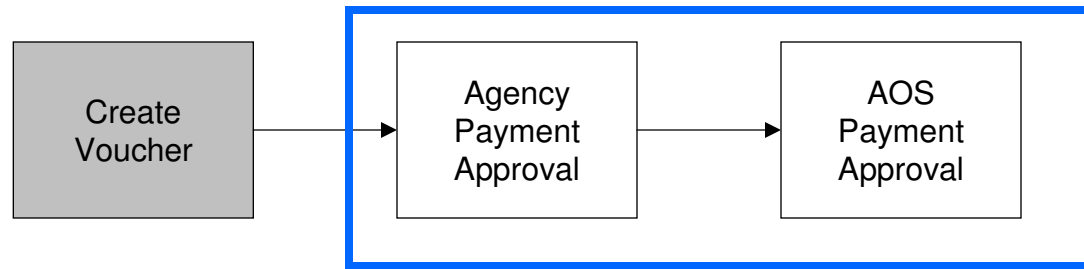


- Accounts Payable (AP) processes that will remain the same under ENCOMPASS include:
 - Create vouchers
 - Receive goods/services – ***mandatory for goods/services secured via PeopleSoft purchase order***
- Changes in AP will be in the following areas:
 - Payment approval processes
 - Vendor maintenance
 - Special Disbursing Officer (SDO)

Note: document numbers will be system assigned



Accounts Payable



Payment Approval Processes

- Agencies will complete their internal payment review processes and will submit the payment voucher via workflow to AOS for approval
- Agencies will create and print a transmittal form that they will send to AOS along with hard copies of the invoices – ***no more payment diskette*** for payments
- When AOS receives the transmittal page with the invoices, they will compare the physical documentation to the electronic voucher
- Once AOS approves the voucher, it will be eligible for the next Pay Cycle



Accounts Payable

Barcode

Transmittal Form – Online Voucher

DRAFT

Online Voucher Transmittal Page

Bar Code information includes:

Voucher ID
amount
time stamp most recent voucher update

Business Unit 00048

Voucher ID 00045678

Submitter Nathan Fletcher (name of last agency user in approval process)

Last Modified 4/23/2007 11:53 AM

Short Vendor Name	Invoice #	Invoice Date	Invoice Line #	Extended Amount	PO # (If applicable)	Receipt Date
1STQUALITY-001	456677	4/15/2007	01	120.00	75009786	4/10/2007
1STQUALITY-001	456677	4/15/2007	02	240.00	75008783	4/10/2007

360.00 Gross Amount

Voucher Approval Chain:

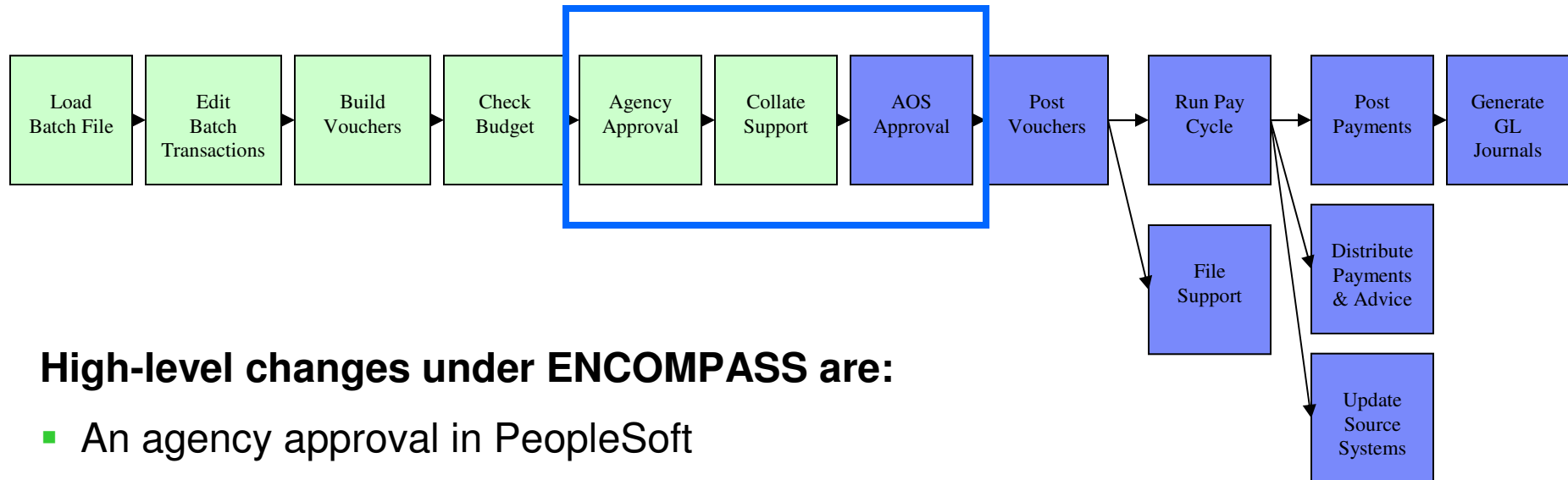
4/23/2007 Bill Smith

4/23/2007 Frank Strong



Accounts Payable

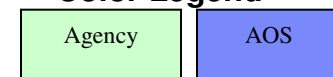
Batch Entry (Vendor Related) - Control Group Approval Path



High-level changes under ENCOMPASS are:

- An agency approval in PeopleSoft
- A collate support process that results in a signed transmittal form
- An AOS approval process

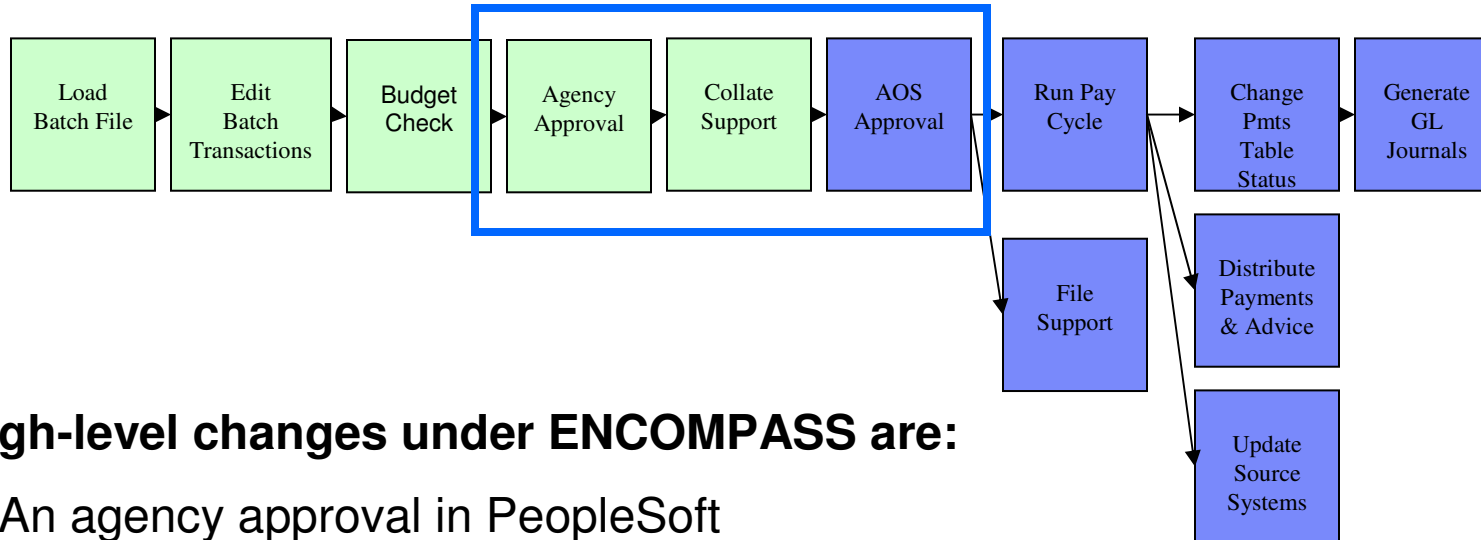
Color Legend





Accounts Payable

Batch Entry by Agency (Payments Table) – High Volume

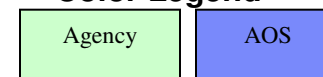


High-level changes under ENCOMPASS are:

- An agency approval in PeopleSoft
- A collate support process that results in a signed transmittal form
- An AOS approval process

Note: similar to Control Group except there is no posting process for payment, which means that the transactions will not hit the General Ledger until payment is made

Color Legend





Accounts Payable

Vendor Maintenance

- AoS will be responsible for maintaining PeopleSoft vendor information (VINQ will go away)
- Critical information is set up for each vendor (name, address, bank information (for direct deposit), TIN, 1099 settings, and information required by IDOA certification program)

GEAC

Vendor ID/Sub

- Name
- Remit Address
- Bank Account
- TIN
- 1099 Settings

ENCOMPASS

Vendor

- Name

Location (6 digits)

- Bank Account
- TIN
- 1099 Settings

Address (2 digits)

- Remit Address (used as remit)
- Alternate Payee Name



Accounts Payable

SDOs

- All SDO transactions will be entered as vouchers within PeopleSoft; therefore, you must choose an existing vendor and valid chartfield
- SDOs are restricted to specific bank accounts and capped by a dollar amount per transaction



Accounts Payable

SDO Review Page

Search Criteria :		Bank Account	<input type="text" value="2844881"/>		
		Begin Payment Date	<input type="text" value="6/15/2007"/>		
		End payment Date	<input type="text" value="7/30/2007"/>		
		Amount	<input type="text"/>		
Confirmation View		John Zamora 456 Main Street Portage, IN 54545			
Transaction View					
<u>Payment #</u>	<u>Date</u>	<u>Amount</u>	<u>Status</u>	<u>Submit</u>	<u>AOS</u>
3456	6/15/2007	30.56	removed		
3457	6/18/2007	499.99	paid		
3459	6/22/2007	43.00	approved		
3460	7/10/2007	32.45	new	<input type="text" value="x"/>	<input type="text" value="x"/>
3461	7/12/2007	65.79	new	<input type="text" value="x"/>	<input type="text" value="x"/>

- In order to be reimbursed, the SDO will print the review page (the yellow will not be visible to the SDO); the review document will show a record of all the payments
- The SDO will check the payments ("x") that they will want reimbursed, which will be submitted to AOS for reimbursement
- AOS will receive the review page after they receive the transmittal form and will check off those payments that are approved for reimbursement



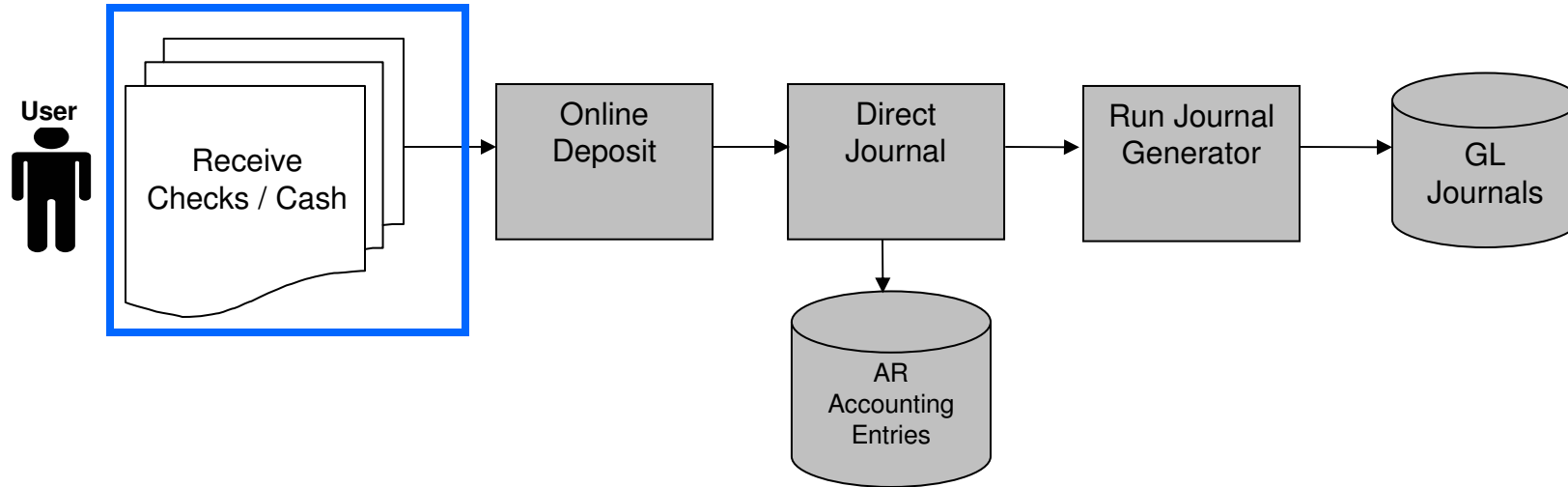
Global Business Services

Accounts Receivable





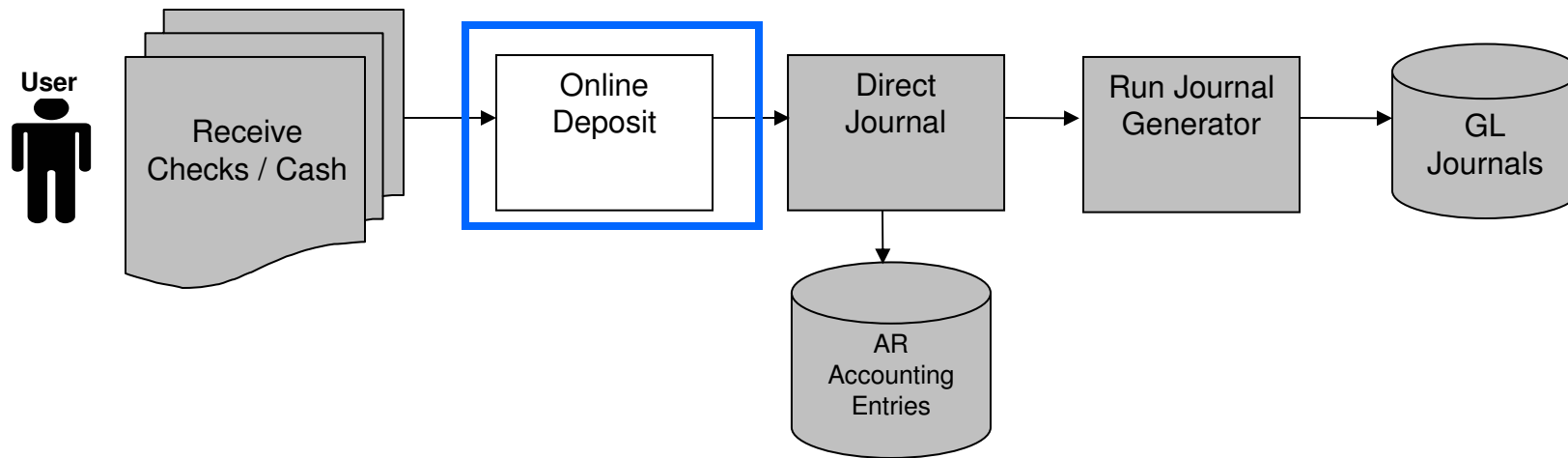
Accounts Receivable



- Agencies receive checks and cash from outside sources and submit their receipts to the Treasurer's Office in the State's "Report of Collections" process
- Receipts can include fees for licenses and permits, service charges, federal funds distributions, tax revenues, etc.



Accounts Receivable



- Agency receives checks/cash receipts and enters them into PeopleSoft as an Express Deposit or Regular Deposit



Accounts Receivable

Online Deposit

■ Express Deposit

- When the agency receives federal funds against expected revenue, the accounts receivable (AR) user creates an express deposit in PeopleSoft to create deposit entries

■ Regular Deposit

- If the cash receipt is not associated with a PeopleSoft receivable, the agency enters the receipt into PeopleSoft as regular deposit



Accounts Receivable

Online Deposit

■ Enter Totals and Payment Details

- The AR user enters the deposit totals with bank details and then payment details on the Payment page

■ Generate Deposit Slip (Report of Collections)

- When the deposit entry has been completed, the agency manager reviews and approves the transaction
- A Report of Collections form is generated by the agency to be taken to the Treasurer of State (TOS)

■ Treasurer of State Approves Deposit

- TOS clerk reviews the physical Report of Collections and the deposit entry in PeopleSoft
- If correct, the TOS clerk inputs the receipt number in PeopleSoft to note that the deposit has been accepted



Accounts Receivable

Enter Payment Details

ENGCOMPASS

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 - SCM Integrations
 - Set Up Financial/Supply

Totals | **Payments**

Unit: 00495 Deposit ID: 13987 Date: 07/20/2007 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 'Payment ID: AOS001 'Accounting Date: 07/20/2007

Amount: 5,000.000 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Electronic Fund Transfer Description: Federal Grants

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: Customer 2:

Name:

Remit From: From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Detail References Customize | Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			




Accounts Receivable

Report of Collections

Pages

Attachments

Comments



**Report of Collections/Receipts
(Due Treasurer of State)**
State Form 45419(R/1-108)
Approved by State Board of Accounts, 2008

FOR TREASURER USE ONLY

Business Unit: 00495
Deposit ID: 13986

Business Name: IN Dept of Environmental Mgmt
Bank ID: AOS
Bank Account #: AOS8

Sequence	Payment ID	Amount	Pay Method	Enter Date	Description
1	IDOA001	1,000.00	CHK	7/12/2007	Tax paid
2	IDOA002	1,000.00	EFT	7/12/2007	Penalties
3	IDOA003	1,000.00	CSH	7/12/2007	Registration Fees
4	IDOA004	1,000.00	DEP	7/12/2007	Deposits
5	IDOA005	1,000.00	ACH	7/12/2007	Tax returns
6	IDOA006	1,000.00	LB	7/12/2007	Deposits
7	IDOA007	1,000.00	WT	7/12/2007	Registration fees
8	IDOA008	1,000.00	ACH	7/12/2007	Tax returns
9	IDOA009	1,000.00	CSH	7/12/2007	Penalties paid
10	IDOA010	1,000.00	CHK	7/12/2007	Registration Fees
11	IDOA011	1,000.00	DEP	7/12/2007	Deposits
12	IDOA012	1,000.00	EFT	7/12/2007	deposits
13	IDOA013	1,000.00	LB	7/12/2007	Tax returns
14	IDOA014	1,000.00	WT	7/12/2007	Deposits
15	IDOA015	1,000.00	WT	7/12/2007	Registration fees
Total:		15,000.00			

Prepared By

I certify that this report is true and correct to the best of my knowledge and belief.
Signature of agency official or designee

Title:
Date:

Cash	\$2,000.00
Checks	\$2,000.00
Deposits	\$2,000.00
Wire Transfers	\$3,000.00
ACH	\$2,000.00
EFT	\$2,000.00
Look Box	\$2,000.00
Grand Total:	\$15,000.00



Accounts Receivable

Treasurer Approval

ENCOMPASS

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 - Commitment Control
 - General Ledger
 - Allocations
 - SCM Integrations
 - Set Up Financials/Suppliers

Totals | **Payments**

Unit: 00495 Deposit ID: 13987 [Delete Deposit](#)

'Accounting Date: 07/20/2007

'Bank Code: A08 A08

'Bank Account: A088 IDEM BVAR

'Deposit Type: C CUSTOMER

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Totals		
Control Total Amount:	5,000.000	'Count: 1
Entered Total Amount:	5,000.000	Count: 1
Difference Amount:	0.000	Count: 0
Posted Total Amount:	0.000	Count: 0
Journalled Total Amount:	0.000	Count: 0

Control Data	
'Received:	07/20/2007
'Entered:	07/20/2007
Posted:	
Assigned:	SLANKIPAL
User:	SLANKIPAL

Treasurer of State

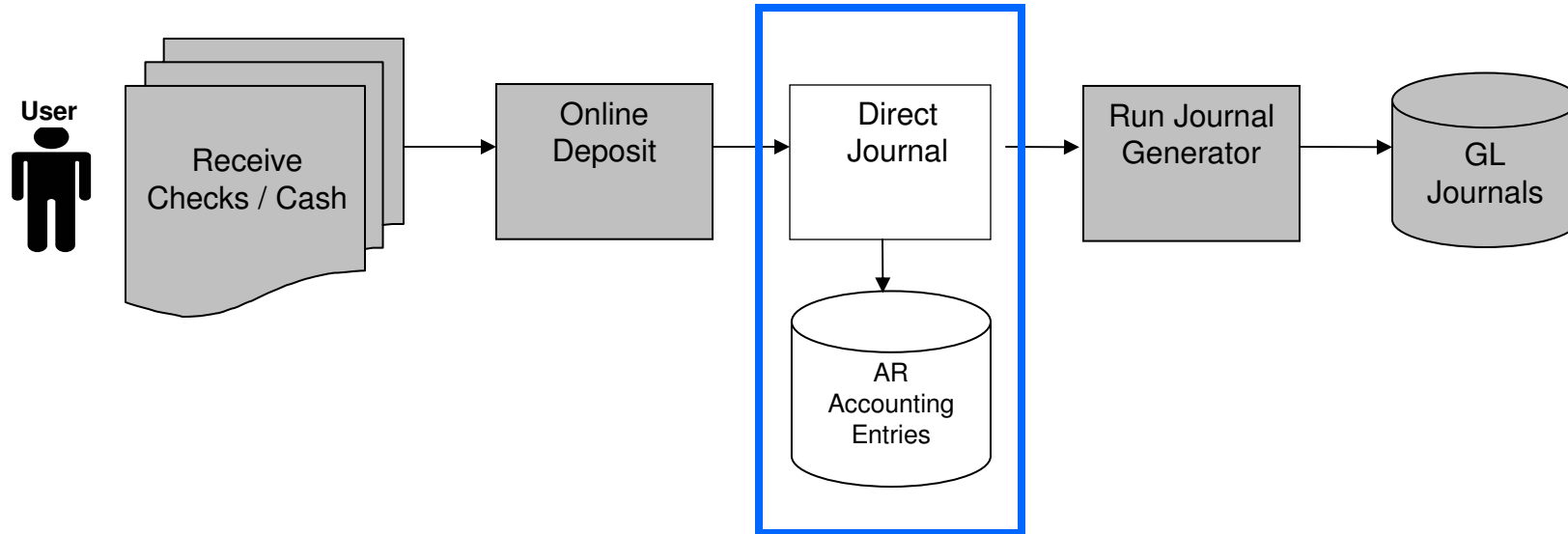
TOS Deposit ID:

Approval: Open

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notifv](#) [Refresh](#) [Add](#) [Update](#)



Accounts Receivable



- After TOS approval, the agency AR user creates accounting entries for the direct journal



Accounts Receivable

Direct Journal

■ The AR user:

- selects the Create Accounting Entry option page
- enters the credit side of the entry with the amount equal to the deposit amount
- enters the corresponding chartfields

■ The agency supervisor:

- approves the accounting entries and checks the “Complete” check box on the accounting entries page
- saves the transaction to create the journal entries



Accounts Receivable

Direct Journal Entries

Accounting Entries **Payment Misc Wrk** **Deposit Control**

Unit: 00405 Deposit ID: 111 Payment: FSSA001 Seq: 1

Amount: 1,000.00 USD

☐ Complete Entry Event:

Distribution Lines

ChartFields **Currency Details** **Journal Reference Information**

GL Unit	Speed Type	Line Amount	Currency	Account	Alt Acct	Oper Unit	Fund Code	Dept	Program Code	Class	Bud Ref	Product	PC Business Unit	Project	Activity
1 1 00405	Speed Type	-1,000.00	USD	110001											
2 2 00405	Speed Type	1,000.00	USD	110002											

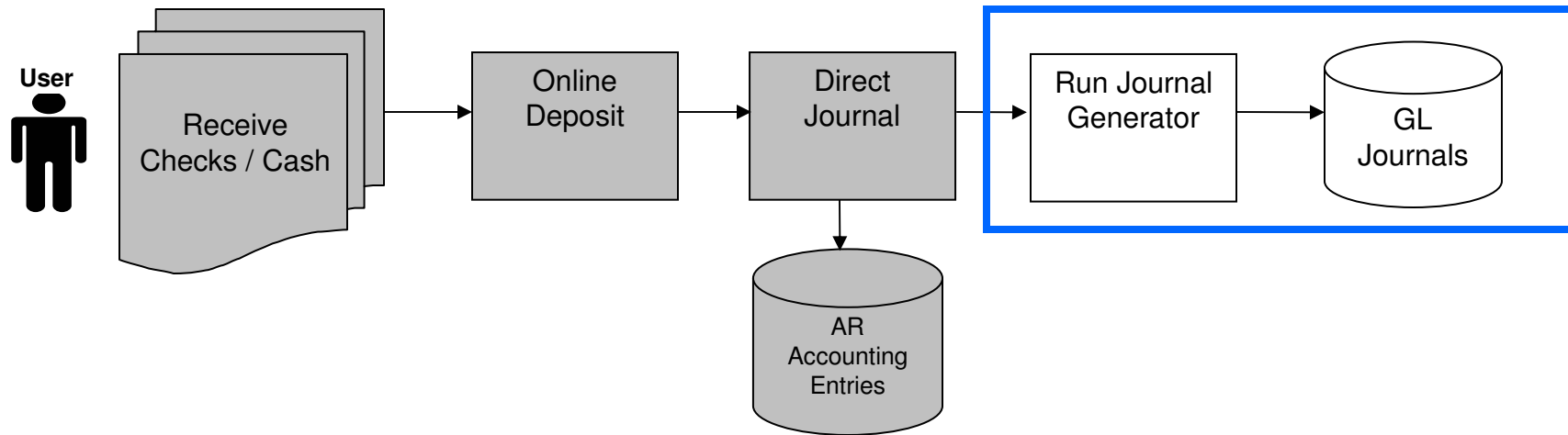
2 Lines **Total Debits:** 1,000.00 **Currency:** USD **Total Credits:** 1,000.00 **Currency:** USD Net 0.00

Save Return to Search Previous in List Next in List Notify Refresh

[Accounting Entries](#) | [Payment Misc Wrk](#) | [Deposit Control](#)



Accounts Receivable



- Running Journal Generator creates GL journals
- The transactions will be generated in the GL in summary with the detail in the AR module



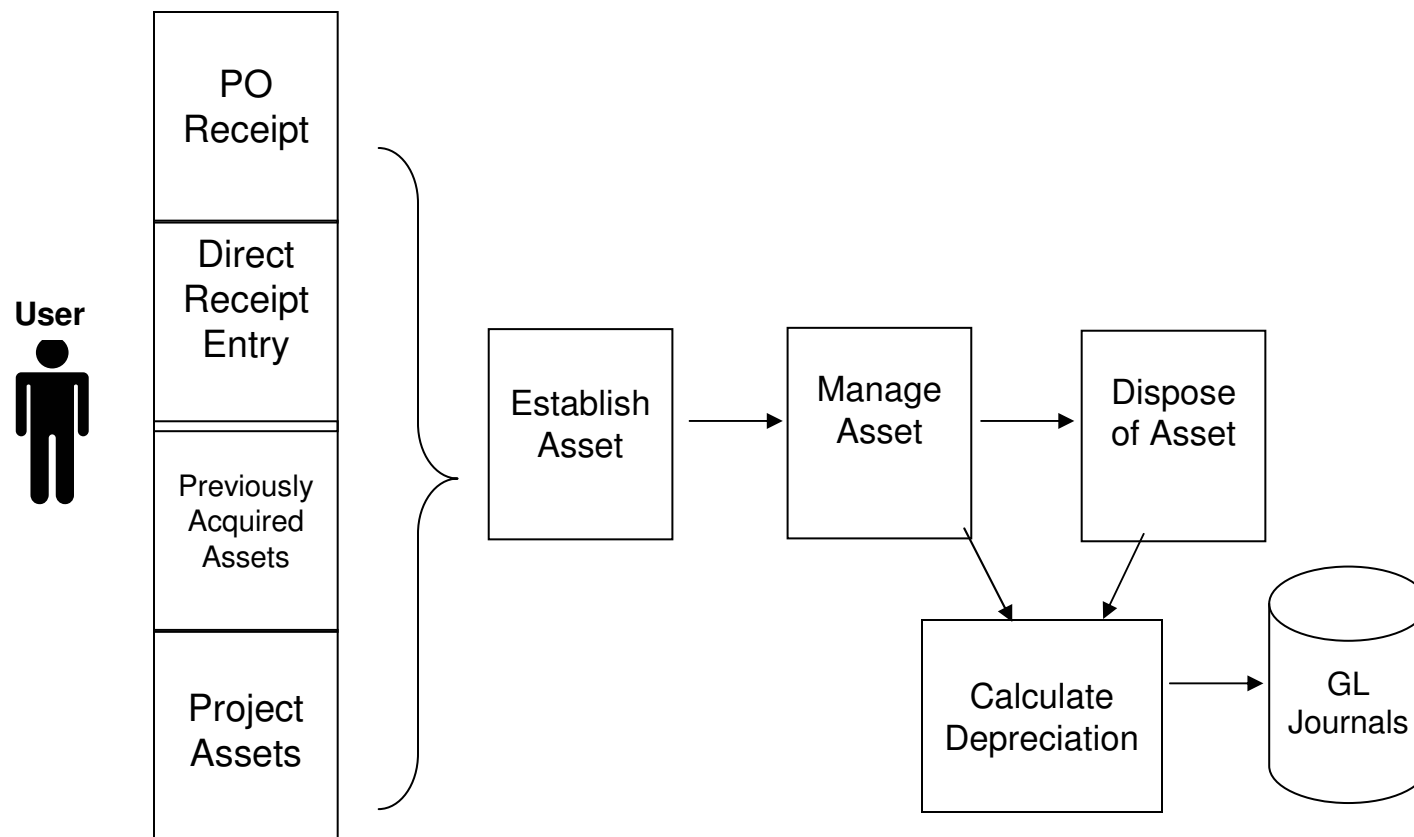
Global Business Services

Asset Management





Asset Management





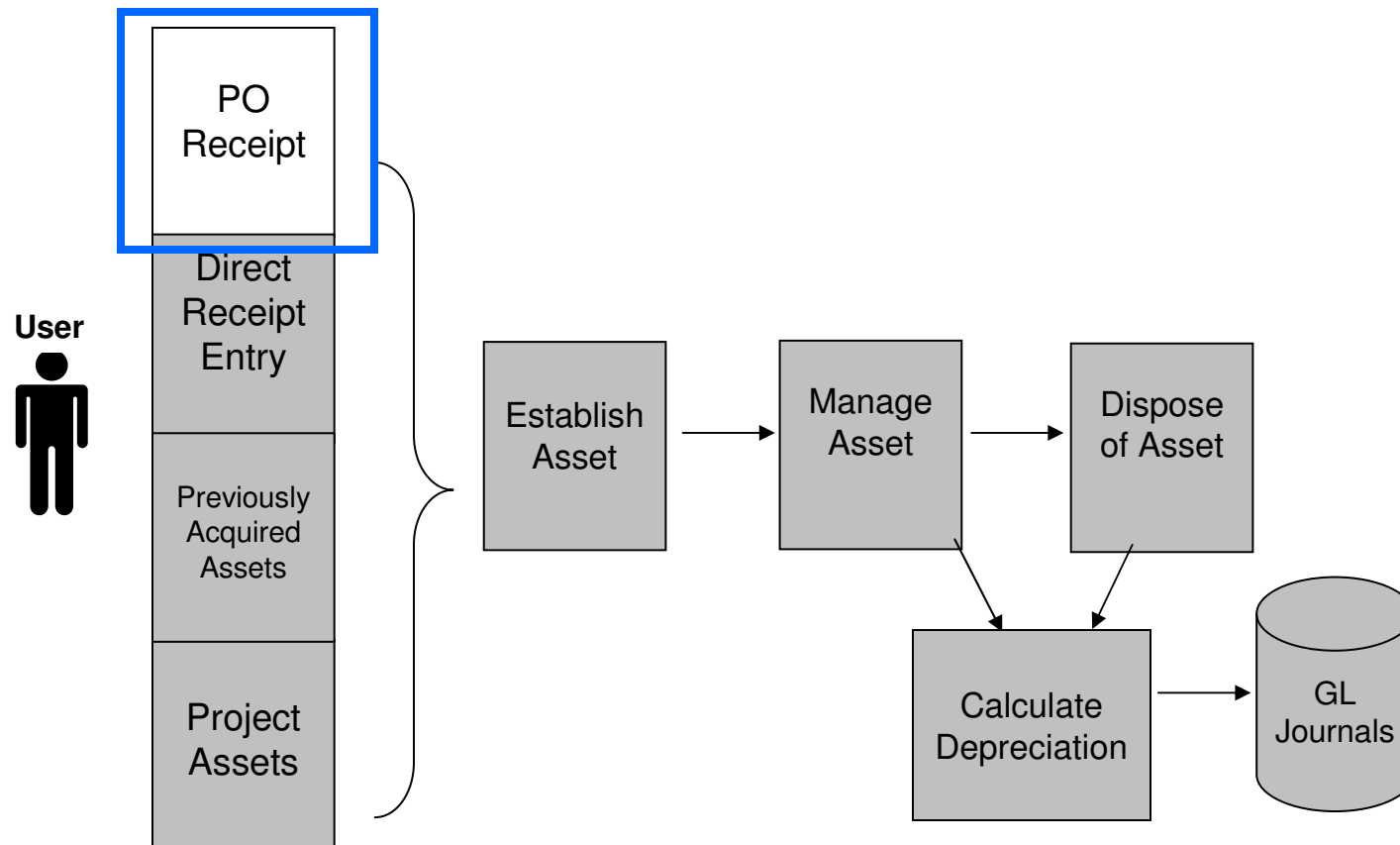
Asset Management

Under ENCOMPASS:

- All current and new assets exceeding \$500 will be recorded and maintained in the Asset Management (AM) module
- Controlled assets (i.e., hand guns) are loaded into AM even if cost is less than \$500
- Capital Project Assets where Project Type = 'CAP' will not be loaded into AM from accounts payable (AP); they will be loaded through the Project Costing module
- Asset Tag Number, Custodian, Location fields are required fields when entering assets in AM and also required on asset Receivers in AP/ePro; these fields must be entered to complete a receiver and to make payment
- AOS will run depreciation for all agencies



Asset Management





Asset Management

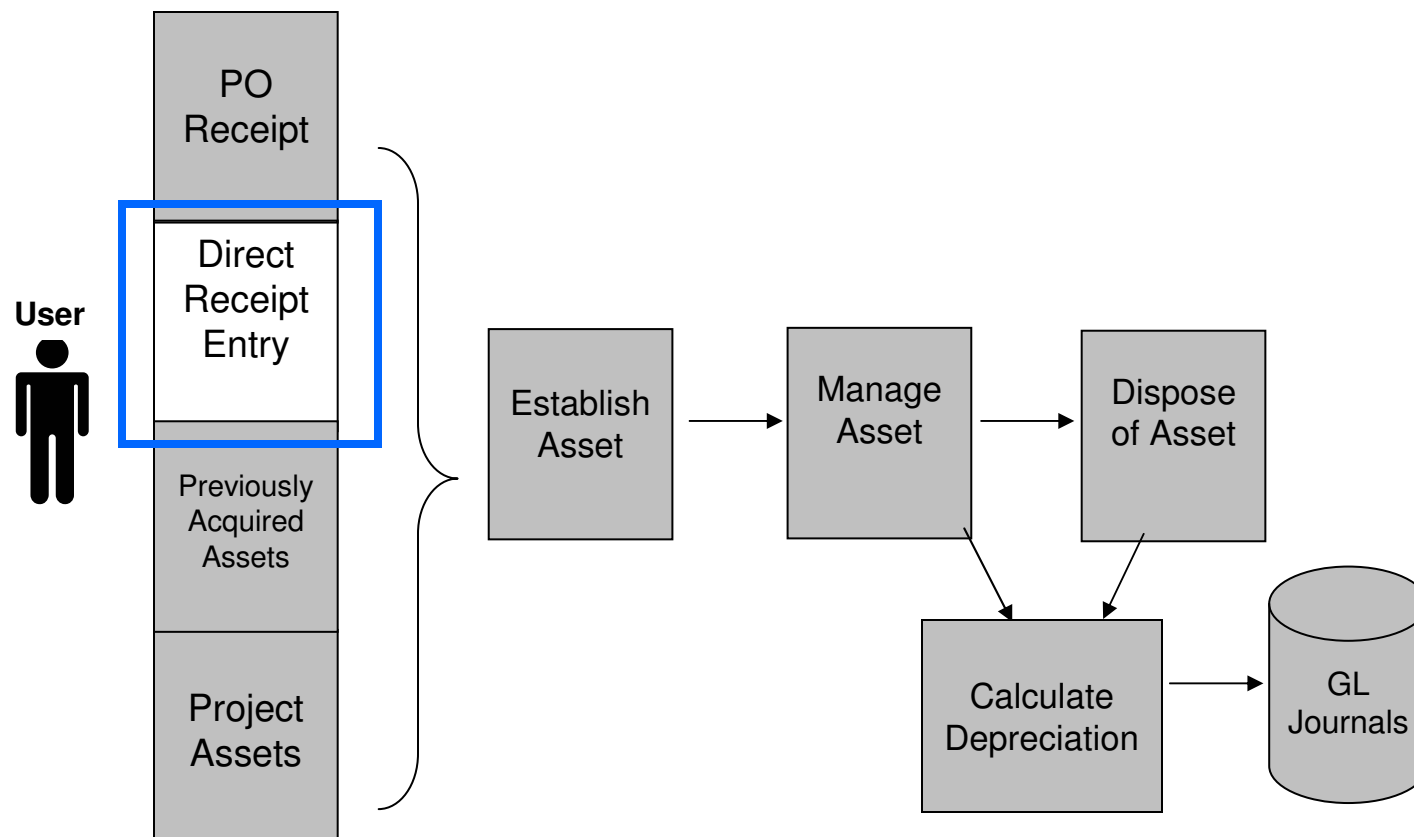
PO Receipt

Creating assets in AM through ePro/Purchasing is a three-step process

- Step 1: Enter asset information into the ePro requisition
 - If a user of the system creates a requisition and selects an item that is an asset (determined by the UNSPSC code), the system will automatically check the asset box on the requisition and then gray out the box
- Step 2: Enter asset information into receivers
 - Receivers should be entered for goods/services acquired through a PeopleSoft purchase order
 - The staff receiving the goods and or services enters identifying information including serial number and state tag number
- Step 3: Enter cost information into the AP voucher



Asset Management





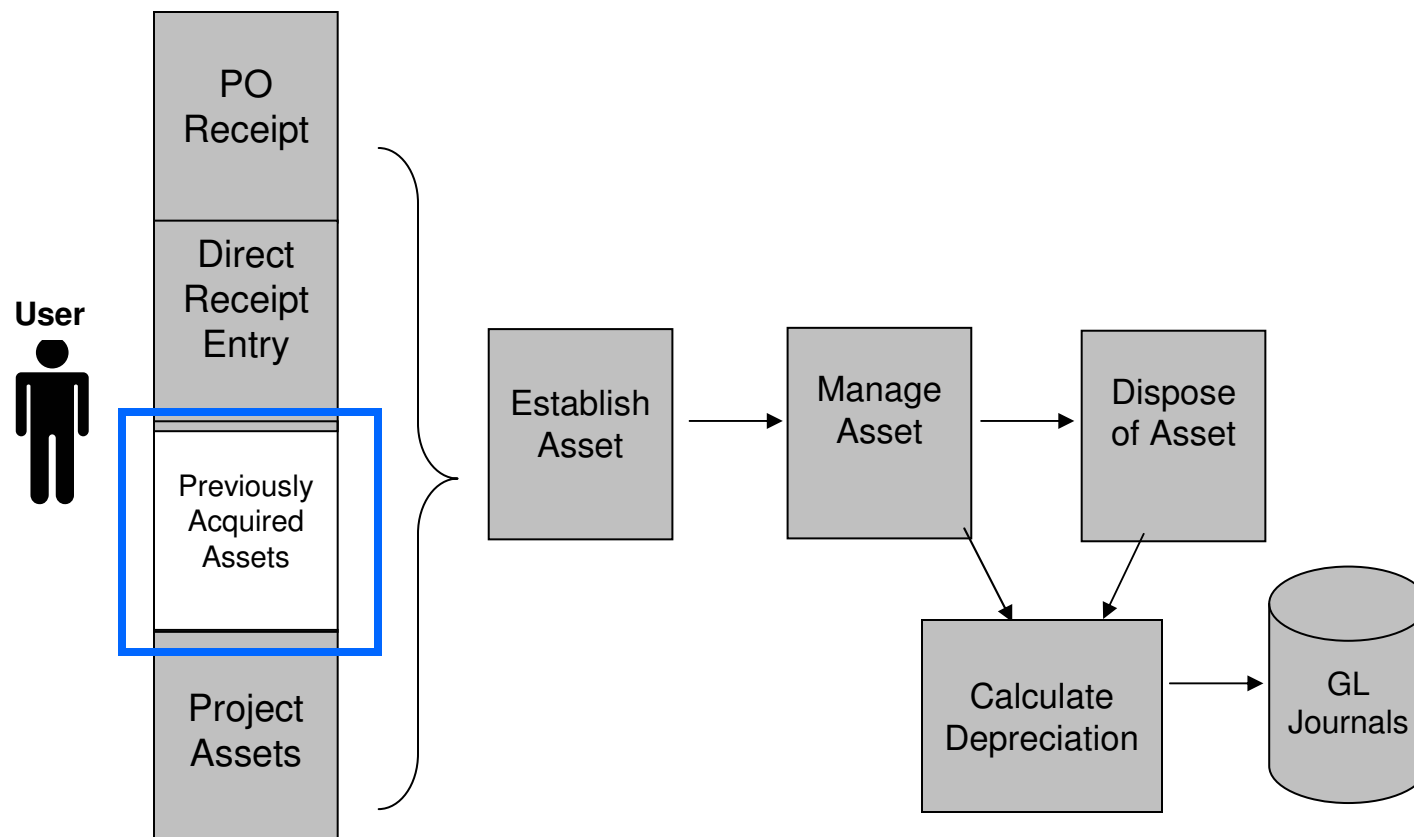
Asset Management

Direct Receipt Entry

- Used when an asset is purchased outside of ePro/Purchasing
- Create a receipt in AP for the asset that is not linked to a PeopleSoft purchase order transaction
- The receiving staff defines the transaction as an asset and enters asset specific information including serial number and tag number if appropriate



Asset Management





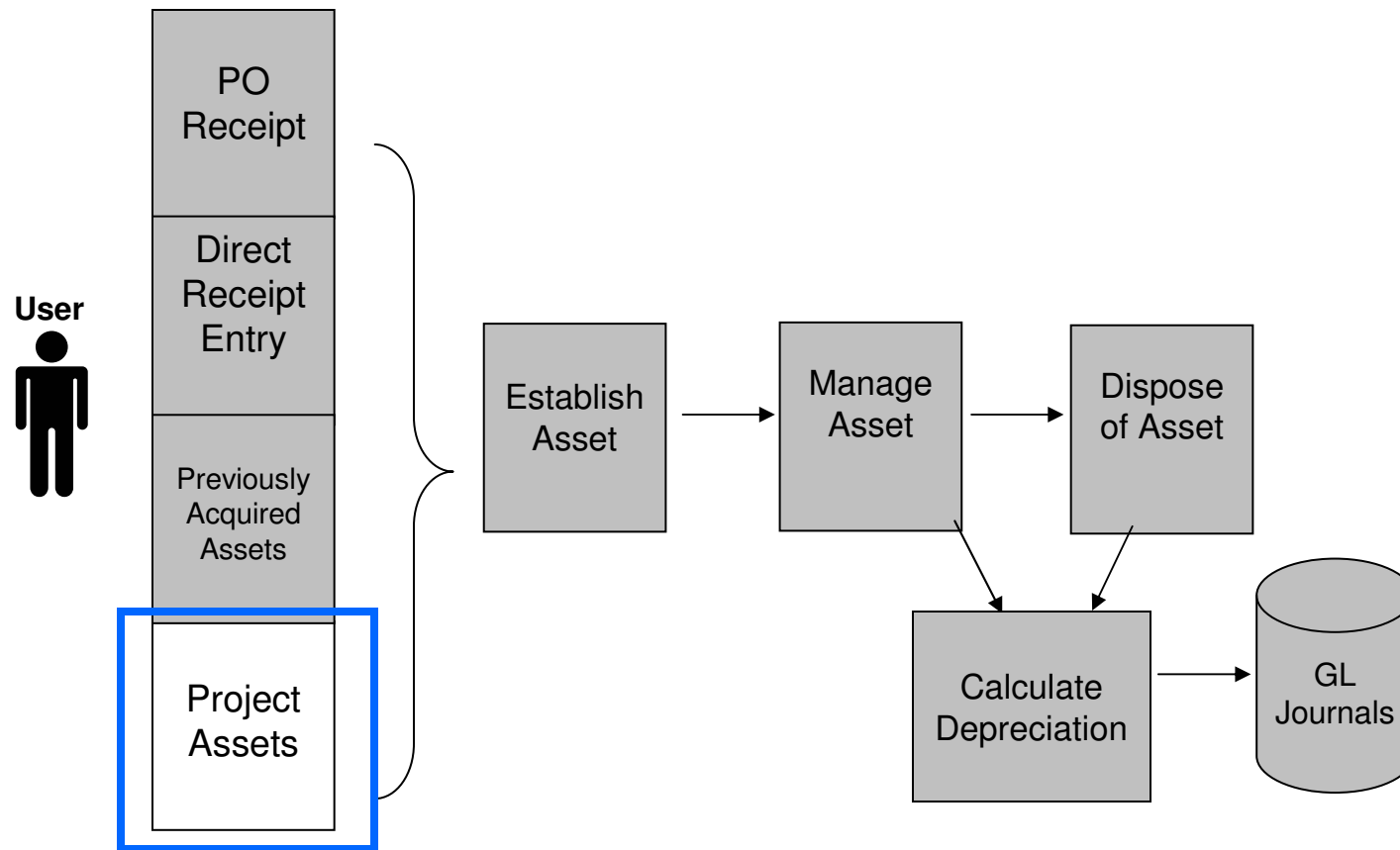
Asset Management

Previously Acquired Assets

- Includes assets already owned that are not in PeopleSoft
- In these cases, the agency staff will do a direct Asset entry into the Asset Management module
- Information entered includes serial number, state tag number, etc.



Asset Management





Asset Management

- Assets that result from projects will be transferred to AM

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Send to Asset Management

User ID: SLANKIPAL Run Control ID: test [Process Monitor](#) **Run**

Program Name: PC_AM Process Frequency: Always

Run Control Options Find | View All First 1 of 1 Last

*Option: All Request Number: 1 [Transaction Detail](#) + -

*Date Option: All

Application Options

*Asset Processing Destination: Summarize and Run Interface

*Summarize Type: By Asset

*Asset Option: All

Transaction Date Override

☒ Current Date
☐ Defined Date
☐ Specified Date Transaction Date

Accounting Date Override

☒ Current Date
☐ Defined Date
☐ Specified Date Accounting Date

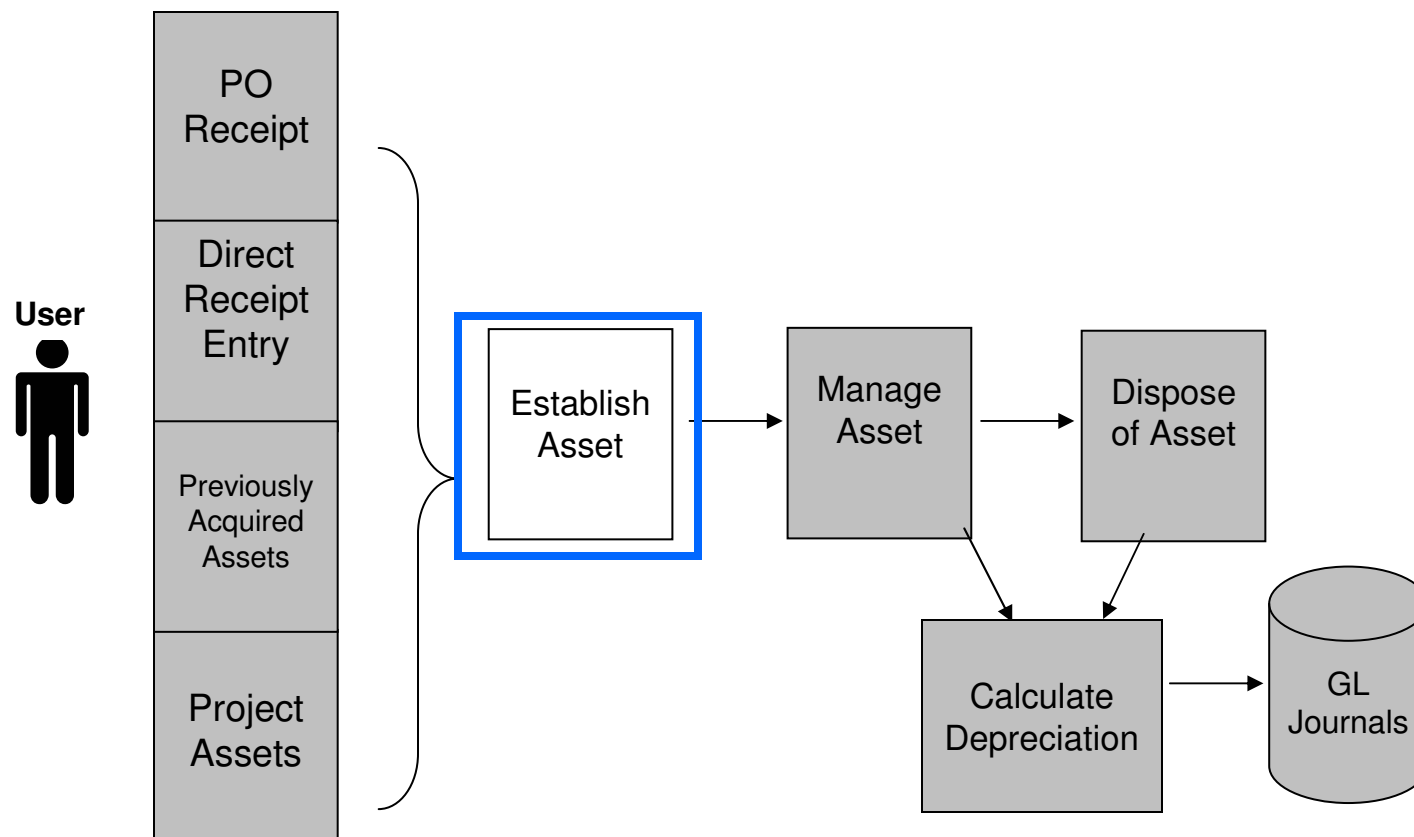
Menu

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- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Billing

Buttons: Save Return to Search Notify Add Update/Display



Asset Management





Asset Management

- To establish an asset in the AM module, enter:
 - identifying information
 - acquisition detail (date acquired, cost, manufacturer, tag number, etc.)
 - custodian of the asset
 - vendor details (warranty, vendor contact, etc.)
- For capital leases:
 - Select lease check box on requisition
 - Obtain lease contracts and execute leases through IDOA
 - IDOA adds lease information in the AM module



Asset Management

Leased Asset Flag in ePro

ENCOMPASS

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 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Government Resource Directory

Edit Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit for approval.

Business Unit: 00050 Auditor of State

Requester: SLANKIPAL Siva Lankipal - IBM

Requisition Name: 0000000665

Leased Asset
☐ No ☒ Yes

Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Lease rentals		1.0000	Each	5,000.000	5,000.000

☐ Select All / Deselect All

***Requisition Type:** Continuation Equip Lease Purch

Justification/Comments

lease purchase required

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

Budget Checking Status: **Valid**

☐ Save as Template

[Find more items](#)



Asset Management

IDOA Adds Lease Information in AM

ORACLE®

Menu

- Asset Management
 - Asset Transactions
 - Owned Assets
 - Leased Assets
 - Express Add
 - Update Lease Information
 - Create Expense Schedule
 - Transfer Operating Lease
 - Acquisition Details
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 - Parent-Child Relationship
 - Capital Acquisition Planning
 - Financial Transactions
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 - Asset Definitions Center
- IT Asset Management
- Banking
- Cash Management

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | http

Definition | Cost | Step Lease Payment | Payment Schedule | Asset Lease E Wrk1 | Asset Lease E Wrk2

Unit: 00050 Asset ID: 000000000149

Profile ID: CBLDS

Description: building lease

CAP #: Seq #: Trans Date: 07/18/2007

Asset Type: Facility Subtype: Acctg Date: 07/18/2007

Serial ID: Tag Number: Trans Code: Currency: USD Rate Type: CRRNT

Lease Information

Lease Term

Lease Term: 12 Periods

Estimated Life: 480 Periods

Interest Rate (%): 4.500

Borrowing Rate(%):

Payment Schedule ID: General payment schedule

Fair Market Value: 100,000.00

Guaranteed Residual Value: 0.00

Minimum Rental Payment (MRP): 1,000.00

Minimum Lease Payments (MLP): 12,000.00

Present Value Lease Payments: 11,712.55

Capitalized Lease Amount: 11,712.55

Interim Rent (Monthly): 0.00

Capitalize Interim Rent Calculate

Lease Payment Type

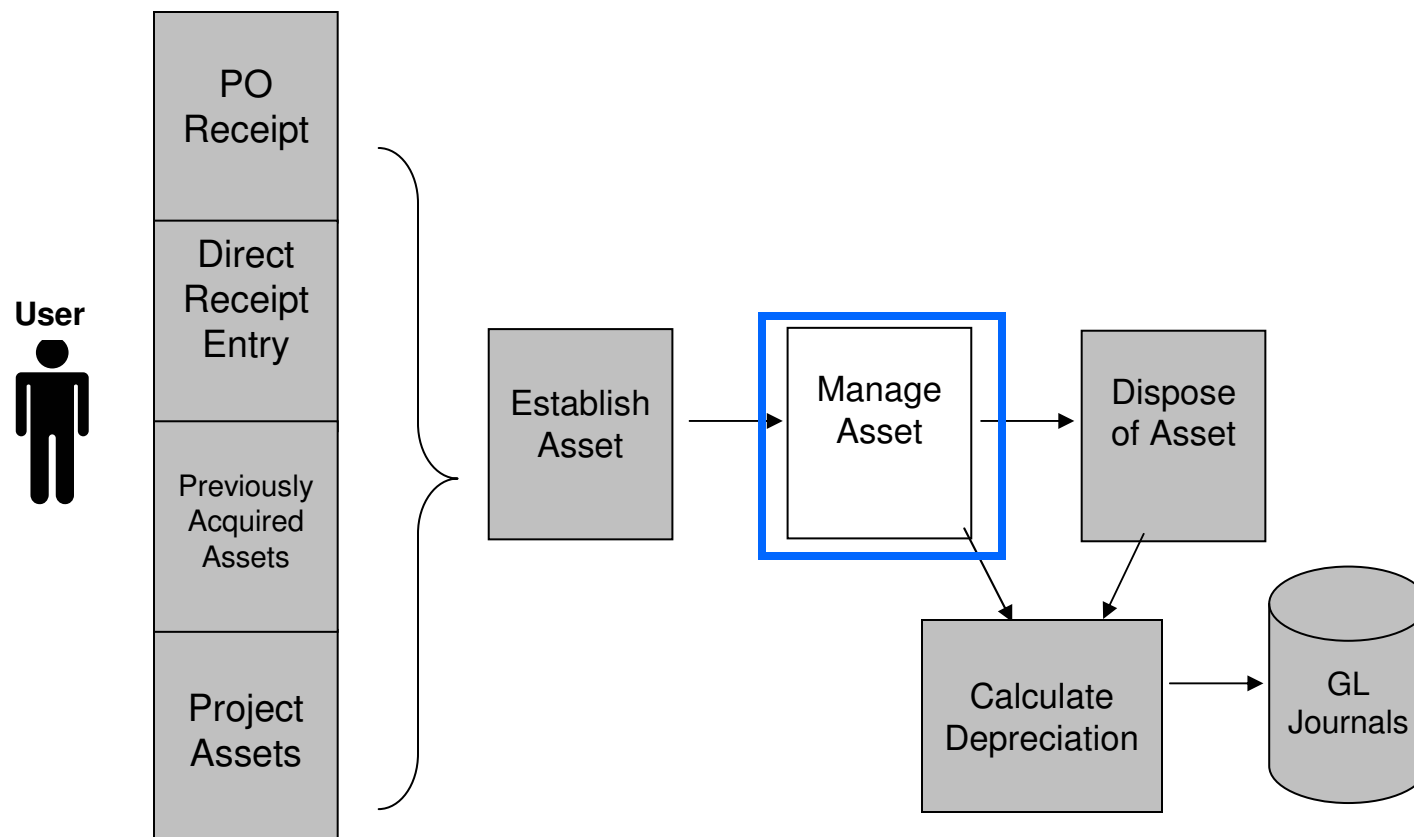
Advance Arrears

Lease Type

Capital Operating Verify



Asset Management





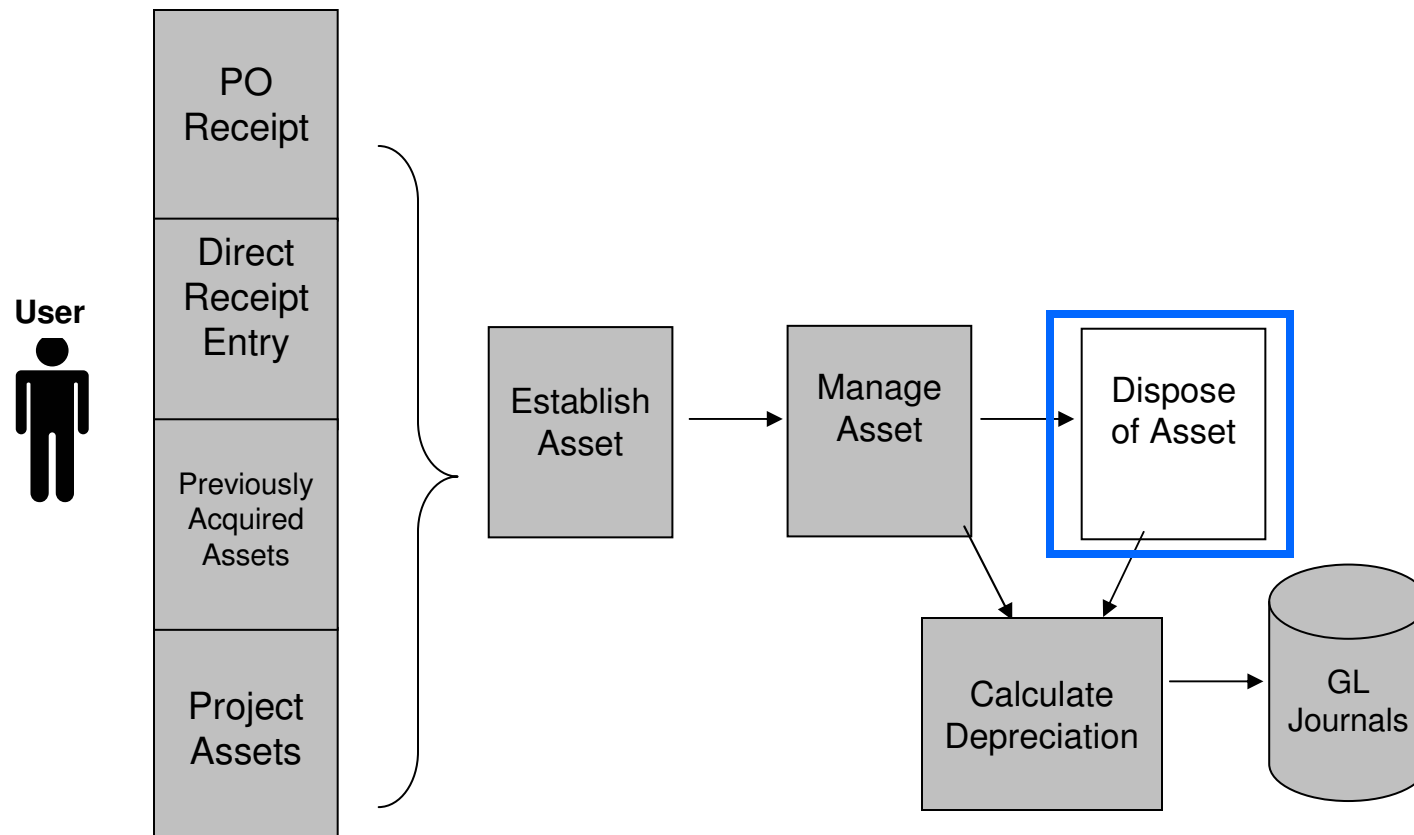
Asset Management

Manage Asset

- Track changes during life-cycle of asset
 - transfers
 - physical location
 - custodian
 - agency ownership



Asset Management





Asset Management

- Dispose of Asset
 - Disposal choices include:
 - Retirement by sale
 - Trade in for another asset
 - Abandonment
 - Scrapped asset
 - Missing asset
 - Re-instate Assets (return to inventory)
 - Business process flow will be established to provide the proper notifications consistent with state requirements



Asset Management

Retirement by Sale

[New Window](#) | [Customize Page](#)

- Menu
 - Owned Assets
 - Leased Assets
 - Acquisition Details
 - Asset Book Information
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 - Print an Asset
 - Asset Definitions Center
 - IT Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - Financial Gateway

Retire Assets

[Other Options](#)

[By Chartfield](#)

Unit: 00050 Asset ID: 000000000027 Air Conditioning, Heating

Tag: Disposed

Trans Date: 03/19/2007

Acctg Date: 03/19/2007

Rate Type: CRRNT

Book

[Find](#) | [View All](#) First 1 of 1 Last

Book Name: STATE State of Indiana Master Book

Base Currency: USD

As Of: 03/19/2007

Retire As: Retirement by Sale

Go

Reinstate

Quantity: 1.0000

Cost: 100,000.00

☒ Copy Changes to Other Books

Retirement

[Find](#) | [View All](#) First 1 of 1 Last

'Disposal Code: Retirement by Sale

Date/Time: 03/19/07 10:44:20AM

Ret Status: New

Quantity: -1.0000

Retirement Amt: -100,000.00 USD

Removal Cost: 0.00

RC Curr: USD

Base Removal Cost: 0.00

Proceeds: 0.00

Pr Curr: USD

Base Proceeds: 0.00

Convention: Following Month

Accum Depr: 0.00

Trans Code:

Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss

Save

Return to Search

Previous in List

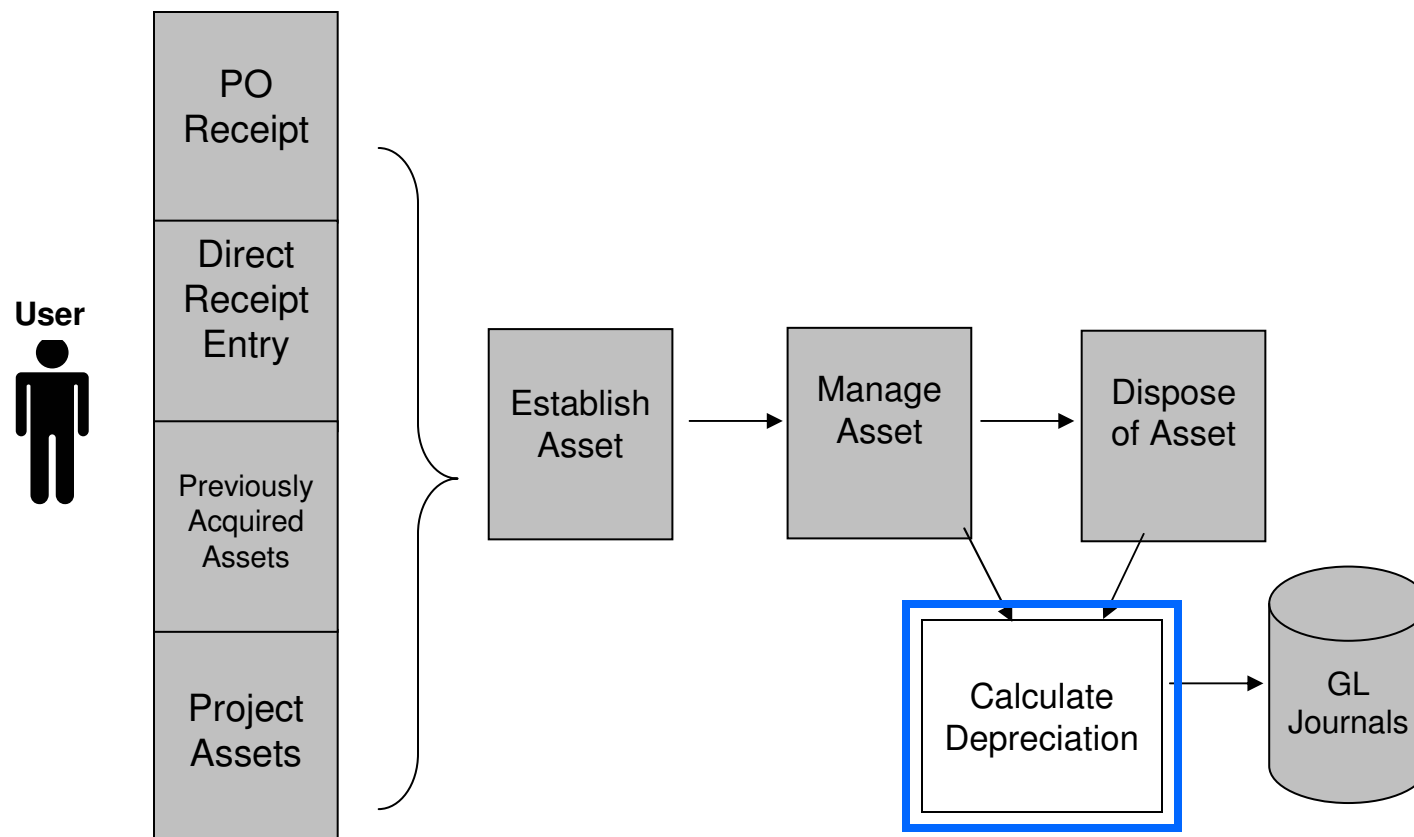
Next in List

Notify

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)



Asset Management





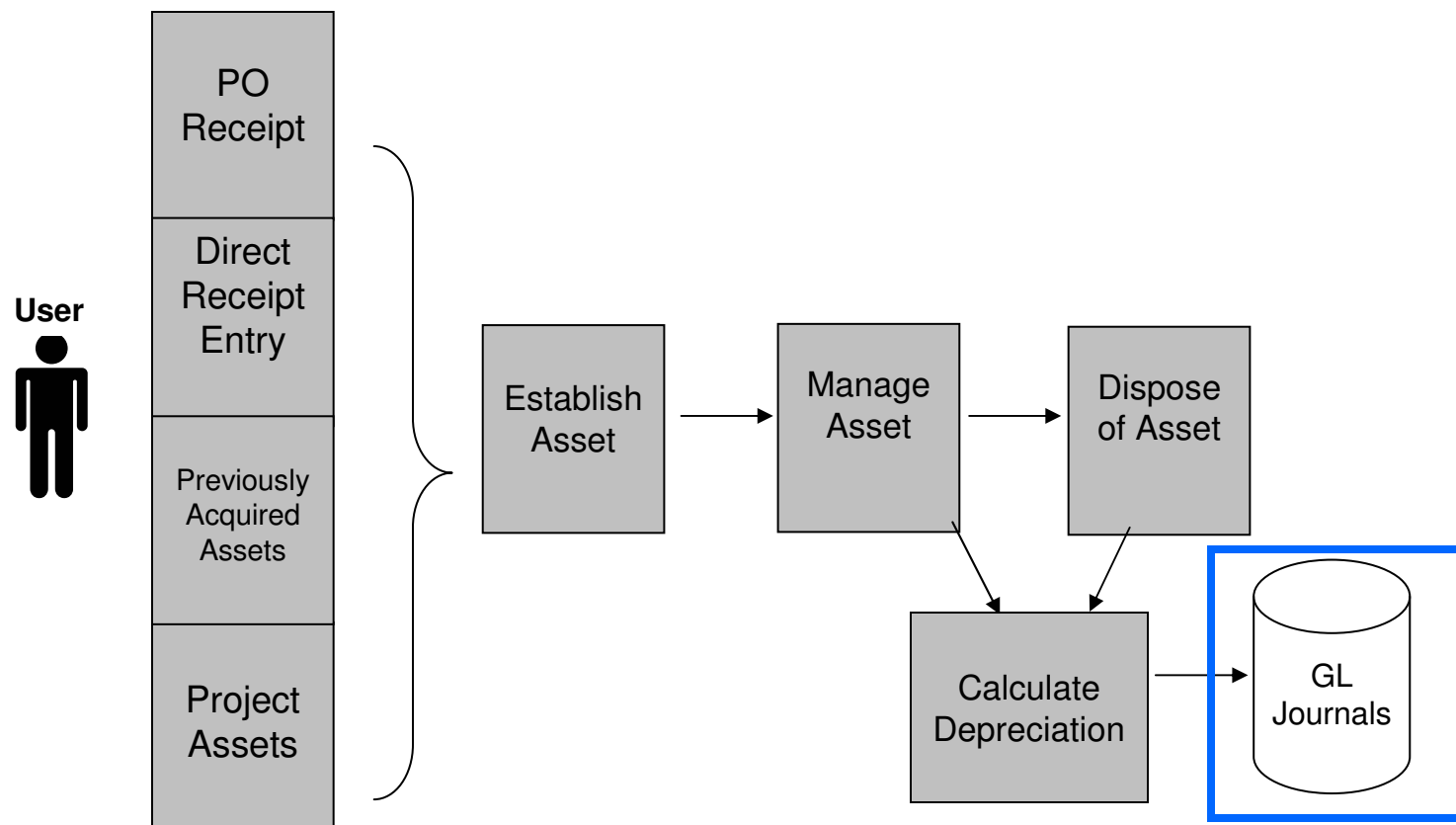
Asset Management

Calculate Depreciation

- Depreciation will handled by AOS
- Straight line method
- Motor pool continues current depreciation method (by miles)
- Four factors used to calculate depreciation
 - The asset's beginning depreciation date
 - The asset's remaining life and remaining value
 - The asset's yearly depreciation
 - The asset's prior period depreciation



Asset Management





Asset Management

GL Journals

- Automatic nightly run of the journal generator process to create Asset Management journals and then post the Journal entries into the General Ledger



Global Business Services

Project Costing





Project Costing

When will a project be required:

- All expenses of federal funds must be reported using Projects that includes Federal Grants and Appropriations received or passed through to sub recipients within or outside of State government
- Any expense that results in the construction of a State capital assets must be reported using Projects that includes:
 - State construction projects
 - Construction of capital assets by State Agencies
 - Construction of infrastructure assets by State Agencies



Project Costing

Changes under ENCOMPASS:

■ Appropriations and allotments

- Federal Funds are no longer exempt from Budget Checking and Commitment Control processing
- There will not be separate Fund/Centers for every Federal Grant
 - A funding source will be created to reflect each Federal Grant
 - One or more projects will be created to reflect the expenditure of the Federal money
- There will not be separate Fund/Centers for every Capital project; instead:
 - A project will be created to reflect each individual Capital project
 - One or more Funding Sources will be assigned to reflect the source of funds assigned to the Capital Project
- **Activity Budgeting:** if a State Agency is required to budget for a individual grant award at a level below the overall project level, the agency will be required to establish a Commitment Control Budget at the Activity level for this Project



Project Costing

Changes under ENCOMPASS (cont.):

■ Funding Source

- The Funding Source field in Commitment Control is used to enforce commitment control on a distinct funding stream basis for Federal Projects and Capital Construction Projects.
- The Funding Source table will be used to store additional information on a funding stream including:

• CFDA#	Grant Document ID #
• Original Fund (Char. Field 1)	Fund Source Start Date (Char. Field 2)
• Funding Source End Date	Total Award Amount
• Award Amendment Amount	Remaining Available balance

■ Federal Projects

- Each individual Federal Grant Award Year will have a distinct Federal Funding Source assigned in commitment control
- If the Federal Grant also requires a State Match component, a Funding Source will be assigned in Commitment Control for each State Appropriation



Project Costing

Changes under ENCOMPASS (cont.):

■ Capital Construction Projects

- Distinct State Funding Sources will be assigned by the State Budget Agency and GMIS for each year's Capital Appropriations in the State Budget by Legal Fund by Function of Government
- As individual Capital projects are created in the Budget Bill, a portion of the relevant funding source will be appropriated to the newly created project; funds will not be allotted until approved via State Budget Committee approval or Administrative Action

■ Funding Source Allocation

- Funding Source Allocation is a Commitment Control Process that occurs when a transaction is budgeted checked to ensure that significant funding source authority exists to process the Federal Project or Capital Project transaction based upon assigned funding source allocation rules



Project Costing

Changes under ENCOMPASS (cont.):

■ Funds Distribution

- Funds Distribution is a delivered PeopleSoft process to distribute project costs among multiple funding streams based upon user identified distribution rules
 - These rules are applied to incoming transactions in the Project Modules to assign costs accordingly
-
- Two funds distribution processes:
 - Delivered Funds distribution process
 - Complex distribution process (INDOT modification of the Funds Distribution)



Project Costing

Funds Distribution (delivered process)

[New Window](#) | [Customize Page](#) | [http](#)

Funds Distribution | **Target Definition**

Project: 405MED_ADMINF08 **Description:** MT 08 MEDICAID ADMIN

Copy From

Activity: MAP12X **Description:** PP Drug Use Review Program

Source Criteria

[Find](#) | [View All](#) | First 1 of 1 Last

*Effective Date:

07/22/2007

Status:

Active

Define Criteria for Incoming Transactions

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Line **Analysis Type** **Source Type** **Category** **Subcategory**

[Line](#) % % % %

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Correct

[Funds Distribution](#) | [Target Definition](#)



Project Costing

Funds Distribution (Complex)

[New Window](#) | [Customize Page](#) | [http](#)

Project Funding

Project TESTPROJFED Test Federal Project

[Create Activity](#)

Sequence Find | View All First ☐ 1 of 1 ☐ Last + -

Source Activity CON Sequence Creation Date 02/08/2007

Sequence *Effective Date *Status *Total Sequence *Analysis Group

1 02/08/2007 Pending \$1,000.00 FDIST [Activate Funds Distribution](#)

Source Category and Target Distribution Find First ☐ 1-2 of 2 ☐ Last

[Distribution for Participating Expenditures](#)

	Tgt Activity	Funding	Appropriation	Percent	Base Amount	Limit Amount	Eff %	Billed Amount	Bal Remaining
1	CEG	FHWA	Q050	90.000	\$1,000.00	\$900.00	90.0000		\$900.00 + -
2	UTL	STATE	ST1	5.000	\$1,000.00	\$50.00	5.0000		\$50.00 + -
3	STA	STATE	ST1	5.000	\$1,000.00	\$50.00	5.0000		\$50.00 + -
Totals						\$1,000.00	100.000		

NPART

[Distribution for Non- Participating Expenditures](#)

	Tgt Activity	Funding	Appropriation	Percent
1	FED	NPART	Q050	100.000 + -



Global Business Services

Next Steps, Questions, and Contact Information





Next Steps and Questions

■ Next Steps

- Finalize business processes
- Training on these business processes during November and December
- Revise the accounting manual to include the business processes for associated functions that closely relate to ENCOMPASS; will be available late this year

■ Questions

- We are available to answer questions
- Follow-up questions can be submitted through the ENCOMPASS email address



Contact Information

- ENCOMPASS Website
 - <http://myshare.in.gov/sba/encompass>
- ENCOMPASS Email Address
 - encompass@sba.in.gov
- If you are having technical issues, submit them to GMIS
 - http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments